



# ***The Blue Book***

## **Guide for U.S. Citizens Residing in France**

TABLE OF CONTENTS	2
American Consulates and American Presence Posts in France	198
American Embassy / Office of American Services	3
Apostille	96-107
Attorneys	177
Automobile and Driving Information	85
Birth Registration	21
Consular Information Sheet	32
Employment in France	51
Federal Benefits Services (social security)	31
French Consulates in the United States	58-59
French Visa Requirements	55-56
Hospitals and Doctors (English speaking)	110-116
Holidays, French and American	109
Index	200-204
Lost and Found Property	119-124
Marriage Requirements in France	90-92
Medical (medical emergencies see also page 199)	110-116
Notarial Services	28
Organizations, Franco-American	126
Passport Services	8-20
Registering at the Embassy	4-7
Religious Institutions	164
Residence Permits	60-65
Schools - Education	139
Taxes (I.R.S.)	31
Translators	167
Travel Advisories and Information	46,49,50
Voting Assistance	29

*This guide provides general information on the subjects listed above. It will also acquaint you with most of the consular services provided by the U.S. Embassy or district consulate. This guide is also available at [www.amb-usa.fr](http://www.amb-usa.fr).*

July 2004

# TABLE OF CONTENTS.

## ADMINISTRATIVE

Apostille .....	96-107
Carte de séjour (residence permits).....	60-65
Employment in France .....	51
French Consulates in the U.S. ....	58-59
French Public Documents / birth, .....	93-95
Marriage, divorce, death, police records	
Marriage Requirements in France .....	90-92
Residence Permits ( <i>carte de séjour</i> ).....	60-65
Residence Permits (for students).....	66-67
Retiring in France (residence permits).....	61
Schengen Treaty Requirements.....	57
Visa Requirements .....	55-56

## AUTOMOBILE

Car Insurance and Registration .....	88
Driving in France .....	85
Driving Schools.....	86
French Drivers' Licenses .....	85
French Specifications .....	89
Importing/Exporting Vehicles.....	82-83
International Drivers' Licenses .....	87
Replacing U.S. Expired, Lost or Stolen .....	87
Sales and Transfers of Ownership.....	89

## CONSULAR SERVICES AVAILABLE

The Office of American Services.....	3
American Consulates & Presence Posts.....	198
Birth Registration .....	21
Consular Information Sheet .....	32
FAQ about Citizenship & Passports .....	18-20
Federal Benefits Services .....	31
Notarial Services .....	28
Registration at Embassy or Consulate.....	4-7
Passports / Renewals / Lost or Stolen .....	9-20
U.S. Embassy Officials .....	48

## EDUCATION

American-British, Bilingual & Transition	
Schools.....	139-145
French Educational System.....	155-156
French Language Schools .....	157-158
Kindergarten, Primary and Nursery .....	145-148
Schools Near Paris .....	151-154
Sources of Information.....	159-160
Universities .....	149-150

## EMERGENCIES

Doctors, Pharmacies and Hospitals.....	110-116
American Consulates and Presence Posts.....	198
Lost and Found Property.....	119-124
Medical Emergencies .....	199

## EMPLOYMENT

Au-pair .....	73-75
Employment in France .....	51-54
Employment with U.S. Government.....	53
Non-Remunerated Employment.....	76-77
Student Part-time Employment.....	69-71

## FRANCO-U.S. ORGANIZATIONS .....126

## GENERAL INFORMATION

Attorneys .....	177
Banks.....	162
Bookstores .....	161
Children's Activities.....	173
Contact the Embassy by Email .....	50
Conversion tables .....	108
Detectives .....	176
Federal Benefits Services (social security).....	31
France (Background Notes).....	38-46
French Consulates in the U.S.....	58-59
Grocery Stores.....	161
Genealogists.....	175
Holidays, French and American .....	109
Housing.....	79-81
Import / Export.....	82-84
Insurance Companies .....	163
Internet Cafés in Paris.....	172
Lost and Found Property .....	119-124
Organizations, Franco-American.....	126
Personal Services .....	84
Real Estate Agencies / Relocation.....	80
Religious Institutions.....	164
Shipping Companies.....	166
Translators and Interpreters .....	167
Voting Assistance .....	29

## INDEX..... 200-204

## LEGAL SERVICES

Attorneys .....	177
American Attorneys.....	180-183
French Attorneys .....	184-188
Legal Aid Associations.....	179
Notaries (French <i>notaires</i> ).....	193

## MARRIAGE

General Requirements in France ..	90-92
-----------------------------------	-------

## MEDICAL

Doctors, English Speaking .....	110-116
Hospitals, English Speaking .....	110
Medical Emergencies.....	199

## NOTARIAL SERVICES

General Information .....	28
---------------------------	----

## TAXES

Tax Accountants.....	170
U.S. Taxes (I.R.S.).....	31

## TRAVEL

Lost and Found Property .....	119-124
Passports / Renewals / Lost or Stolen.....	8-20
Travel Advisories and Information....	46-47,49-50

## VOTING IN U.S. ELECTIONS.....29-30

## WEBSITES OF INTEREST.....194

# THE OFFICE OF AMERICAN SERVICES

**LOCATION:** Consular Section, Office of American Services, United States Embassy  
2, rue Saint-Florentin, 75001 Paris

Open to the public weekdays from 9:00 a.m. to 12:30 p.m. and from 1:00 p.m. to 3:00 p.m., except on American and French holidays. (Notarial services are provided from 9:00 a.m. to 12:30 p.m. and 1:00 p.m. to 3 p.m., Tuesday through Friday.

**(NOTE: As of August 2, 2004 the Office of American Services will be open to the public weekdays from 9:00 a.m. to 1:00 p.m., except on American and French holidays. Notarial Services will be available Tuesday through Friday from 9:00 to 1:00 p.m.)** Please refer to the Embassy's website for changes in Consular office hours [www.amb-usa.fr](http://www.amb-usa.fr).

**Mailing Address:** Embassy of the United States of America, OAS, 2 avenue Gabriel, 75382 Paris, Cedex 08

**E-mail:** [citizeninfo@state.gov](mailto:citizeninfo@state.gov) - For questions on the subjects not already addressed in this guide or on our internet site: [www.amb-usa.fr](http://www.amb-usa.fr)

**Telephone:** 9:00 to 6:00 p.m.

**Passports:** 01 43 12 49 42 or 01 43 12 48 76 between 3:00 p.m. and 5:00 p.m.

**Notarials** (Document signature information) 01 43 12 45 01 / 49 93 / 45 18 / 49 59

**Report of birth abroad** (by appointment only): 01 43 12 46 71

**Nationality:** 01 43 12 46 54 or 01 43 12 48 96

**Death of American:** 01 43 12 45 01 / 45 18 / 49 93

**Judicial Assistance:** 01 43 12 45 69

**Voting Information:** 01 43 12 49 59/ 49 93/ 45 01/ 45 18

**For EMERGENCIES** during weekends and holidays, please call the embassy switchboard and ask for the Consular Duty Officer. The telephone number is 01 43 12 22 22

**Information lines:** 01 43 12 22 22 / Information 24 hours a day on:

- U.S. Passports, American Citizen Registration, Registration of Births for Newborns;
- Notarized Documents for U.S. Citizens or for use in the U.S.;
- Acquisition of U.S. Citizenship

*(The above numbers and addresses do not have any information regarding visas for the United States; please direct all visa inquiries to 08 92 23 84 72)*

## SERVICES PROVIDED BY THE OFFICE OF AMERICAN SERVICES

- Issuance and renewal of U.S. passports;
- Birth reports for children born in France to U.S. citizens, by appointment only;
- Notary services (a) for documents to be used in the U.S. or (b) for documents to be used by U.S. citizens resident in France;
- Assistance to U.S. citizens who are in emergency situations, ill, incarcerated or who have relatives that die in the Paris Consular District;
- Lists of English-speaking doctors, dentists & attorneys;
- Information on Department of State Travel Warnings and country specific travel information;
- Information on absentee voting and selective service registration;
- Claims for veterans and social security benefits;
- Transfer of Social Security and other U.S. government benefits to beneficiaries residing abroad;
- Information on procedures required to obtain French public documents.

Consular Officers can provide some information on other matters that affect Americans overseas or they may be able to refer Americans to the appropriate source of assistance. These matters may include information on banks, local police, obtaining residence or driving permits, interpreters, or settling disputes. This guide provides much of the information you may require during your stay in France.

## REGISTRATION WITH THE U.S. EMBASSY OR NEAREST CONSULATE

**U.S. Embassy  
Consular Section  
Office of American  
Services/Passport Unit  
2, rue Saint-Florentin  
75382 Paris Cedex 08  
France**

**American Consulate General  
Marseille  
Consular Section  
Place Varian Fry  
13086 Marseille Cedex 06  
France**

Please find below instructions on how to register along with a registration form to be completed and returned to the address provided above. (If you reside in the Marseille or Nice areas, please send your form to the Consulate General in Marseille.)\*

This form **must be submitted with a photocopy of the ID page (with your photo and biographic information) of your passport.** We recommend that any American Citizen staying in France for more than three months register with the Consular Section of the Embassy in Paris or with the Consulate in Marseille. Registration is important to facilitate replacement of a lost or stolen passport or to allow the Embassy to contact your family if you should be injured or fall ill during your stay in France.

### HOW TO REGISTER WITH THE EMBASSY

Please find below a description of our registration procedures. The registration form is attached at the end of these instructions.

Please copy or cut out the registration form on page 6:

- fill it in completely (local address in France, departure date and Privacy Act Waiver must be submitted);
- sign it ;
- attach a clear copy of the passport photo identification page to the registration form;
- mail it to the address above, or bring it to the Consular Section of the Embassy.

**Note: A separate form is needed for each U.S. citizen who requests to be registered, including members of the same family or student group.**

If you are an American citizen living in France and are interested in receiving general information from the Consular Section as well as U. S. State Department travel warnings and security updates, please **clearly print** your email address on the registration form. For American citizens who would like to receive these updates more rapidly, you may also email the Consular Section directly at [citizeninfo@state.gov](mailto:citizeninfo@state.gov)

The Embassy also posts general information including security updates on a regular basis on the Embassy website: [www.amb-usa.fr](http://www.amb-usa.fr). You may also wish to consult the Blue Book, (a Guide for Americans Residing in France) at the webpage: [www.amb-usa.fr/consul/guideoas/guidehome.htm](http://www.amb-usa.fr/consul/guideoas/guidehome.htm)

### **Registering in Person:**

If you intend to register with the Consulate in person, you may come in with your valid U. S. passport. It should take you no more than a few minutes to complete the registration (one form per person.) The U.S. Embassy in Paris is located at 2, rue Saint-Florentin, Paris 75001. The closest métro station is Concorde. The Office of American Services is open from 9:00 a.m to 12:30 p.m. and 1:00 p.m. to 3:00 p.m., Monday through Friday, except on French and American holidays.

### **Why should you register with the Embassy?**

Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency. No information on your whereabouts will be released without your authorization. If your passport is lost or stolen, registration will also make replacement easier and faster.

### **Registration:**

- Expedites and simplifies the issuance of passports;
- Facilitates assistance in serious personal emergencies such as accidents, arrest, or serious injury.
- It can help the Embassy / Consulate assist relatives more effectively and quickly, in the event of family emergencies.
- Simplifies the issuance of Consular Reports of Birth Abroad for children born to U.S. citizen parents; this is a vital step in establishing the U.S. citizenship of children born outside the U.S.

### **\*MARSEILLE Consular District**

(Ariège 09, Aude 11, Aveyron 12, Bouche-du-Rhône 13, Corse-du-Sud 2A, Haute-Corse 2B, Gard 30, Haute-Garonne 31, Gers 32, Hérault 34, Lot 46, Lozère 48, Hautes-Pyrénées 65, Pyrénées-Orientales 66, Tarn 81, Tarn et Garonne 82, Var 83, Vaucluse 84)

# WARDEN REGISTRATION CARD

PLEASE COMPLETE THIS REGISTRATION CARD AND RETURN IT TO THE OFFICE OF AMERICAN SERVICES WITH A PHOTOCOPY OF YOUR U.S. PASSPORT.

**Office of American Services**

Attn: REGISTRATIONS

2, rue Saint Florentin

75382 Paris Cedex 08 (Metro: Concorde)

TEL: 01 43 12 4942 / 4876

FAX: 01 42 96 28 39

WEB/ E-mail: [www.amb-usa.fr](http://www.amb-usa.fr) / [citizeninfo@state.gov](mailto:citizeninfo@state.gov)

Surname		First & Middle Name		Suffix
Local Address in France				
City		Care of (school....)	Zip Code	Country FRANCE
Gender:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Social Security Number		
Date of Birth (MM/DAY/YYYY)		Place of Birth (City/Town, State, Country)		
Home Phone Number (in France)		Work Phone Number (in France)	E-mail (please print clearly)	
PASSPORT #	DATE OF ISSUE	DATE OF EXPIRY		PLACE OF ISSUE
<u>Departure Date from France:</u> MUST BE COMPLETED		<u>Duration of stay in France (check your visa):</u> ___ weeks ___ months ___ years		<u>Purpose of Visit:</u> (Tourism, study Business, other) (check your visa)

## EMERGENCY CONTACT INFORMATION

Surname		First Name	
Emergency Contact Address		City	
Zip Code	State	Country	
Relationship		Phone Number	
			MEDICAL ALERT YES NO

## COMMENTS:

<b>PRIVACY ACT WAIVER (MUST BE COMPLETED)</b> In the event this office is contacted by family or friends inquiring as to my welfare or whereabouts, I DO or DO NOT authorize release of the information contained in this card: (See Reverse for text of Privacy Act.)	FULL Waiver		NO Waiver		LIMITED Waiver (check below)	
	Family	Congress	Legal Representative	Medical		
	Date:					SIGNATURE:

## **REGISTRATION PROCEDURES**

*Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency. No information on your whereabouts will be released without your authorization. When you register, be sure to bring your U.S. passport with you to the Embassy or Consulate or you may send a copy of the first two pages of your passport (so that your name, photo and signature are visible) with your completed registration form. If your passport is lost or stolen, registration will also make replacement easier and faster.*

## **DEPARTMENT OF STATE PRIVACY ACT STATEMENT**

The information solicited on this form is authorized by those statutes of the United States which govern the acquisition and loss of the United States nationality, the issuance and denial of United States passports and related facilities, and the violation of those laws; including but not limited to those statutes codified in Titles 8, 18 and 22, United States Code, and all predecessor statutes whether or not codified, and regulations issued pursuant to Executive Order 11205 of August 5, 1966.

The primary purpose for which the information is intended is to establish citizenship, identity and entitlement to issuance of a United States passport or related facilities, and to properly administer and enforce the laws governing the acquisition and loss of United States nationality, issuance and denial of United States passport and related facilities, and violations of those laws.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties, pursuant to a subpoena or court order directing the production of such information, and as set forth in the Federal Register Volume 40, (pages 40474 and 40475).

Failure to provide the information requested on this form may result in the denial of a United States passport, related document or service.

**SOCIAL SECURITY NUMBER:** A Social Security number cannot be required. Due to the tremendous volume of applications processed annually, frequently two or more individuals will have identical names and dates of birth. In cases of emergencies, lost or stolen passports, the Social Security number may be used as a secondary means of identification and assist the Department of State in differentiating these individuals.

# PASSPORT RENEWAL

## PARIS and STRASBOURG CONSULAR DISTRICTS

### Applying For A Passport

The Passport Section, located at 2, rue Saint-Florentin, 75001 Paris, métro Concorde, is currently open to the general public from 9:00 a.m. -12:30 p.m. and from 1:00 p.m. - 3:00 p.m., Monday through Friday, except on French and American holidays. **As of August 2, 2004, the Passport Section will be open to the general public Monday through Friday from 9:00 to 1:00 p.m., except on French and American holidays.** Only certain passport applications may be made in person. See below for more details.

**For information on the services provided by the Passport Section please see the following:**

- **Passport Renewal by Mail in France, page 9**
- **Passport Applications Requiring a Personal Appearance, page 11**
- **Applying for Passports For Minors Under Age 14, page 13**
- **Lost, Stolen or Mutilated Passports, page 15**
- **Fees and Payment Methods, page 16**
- **Passport Amendments (adding visa pages, change of legal name), page 16**
- **Procedure for Issuance of U.S. Passports Overseas, page 17**
- **Questions About American Citizenship and Passports, page 18**

The **Office of American Services** renews expired U.S. passports that were issued less than 15 years ago. If your passport is more than 15 years old, please follow procedures on How to Apply for a First Passport on the following webpage [http://www.amb-usa.fr/consul/oas\\_pptfirst.htm](http://www.amb-usa.fr/consul/oas_pptfirst.htm) .

Certain passports **MUST** be renewed by mail; others require a personal appearance at the Consular Section of the United States Embassy in Paris. Please see requirements on the above-mentioned webpages.

**When traveling, please remember to carry a photocopy of your passport separately from your passport. In the event of loss or theft, the copy will facilitate issuance of an emergency passport.**



## **Passport Renewal by Mail in France**

**As of August 2, 2004, you MUST renew your passport by mail through the Consular Section of the U.S. Embassy in Paris if you meet ALL of the following requirements:**

1. You reside in the **Paris or Strasbourg consular districts**. (Please see page 198 for the list of districts.)
2. You are in possession of a full-validity (10-year) passport issued within the past 15 years and issued when you were at least 16 years old.
3. Your current passport is not mutilated in any way.

**Important: If you do not meet all three requirements you MUST apply in person.**

**Application form** - For by-mail applications you must use form DS-82. You may download this form from the webpage <http://travel.state.gov/DS-0082.pdf> or call the passport section of the embassy at 01 43 12 22 22 after 3 p.m., and ask for the passport section.

**Passport renewals by mail cost \$55.**

**Payment methods** - Fees may be paid by using the credit card authorization form, please see our website page [http://www.amb-usa.fr/consul/forms/oas\\_renewal.pdf](http://www.amb-usa.fr/consul/forms/oas_renewal.pdf) in order to download this form or call our offices at 01 43 12 22 22 after 3 p.m. and ask for the passport section. You may also purchase a money order called a mandat-cash from the French Post Office which must be made out to the American Embassy and for the exact amount. Please consult the following webpage for the current consular exchange rate for passport renewals by mail. [http://www.amb-usa.fr/consul/OAS\\_ROE.HTM](http://www.amb-usa.fr/consul/OAS_ROE.HTM). You may also call our offices in order to obtain this information.

**The Embassy does not accept personal checks.**

If you meet **ALL** the criteria for persons who may renew their passport by mail, please submit the following:

- Your signed and completed DS-82 application form;
- Your most recent passport;
- Two (2) identical, recent **color** photographs taken full face, with a white background, measuring 5 cm by 5 cm (2 in x 2 in). All French photo booth photographs are not acceptable. Please ask the photographer for photos for a U.S. passport, otherwise you may be given the wrong format. Please refer to our website page: [www.amb-usa.fr/consul/FORMS/oas\\_photo.pdf](http://www.amb-usa.fr/consul/FORMS/oas_photo.pdf), or call our offices at 01 43 12 22 22 after 3 p.m. and ask for the passport section.
- Your signed and completed payment authorization form or mandat cash.

.../...

- **As of August 2, 2004, all new passports MUST be returned by mail using a registered letter or Chronopost tracking system.** When submitting your application with your current passport and color photos, please include a self-addressed Chronopost envelope or self-addressed registered letter envelope (*lettre recommandée; destinataire / expéditeur* **applicant's mailing address must be completed on the form**) with correct postage (i.e., for 2 passports new and cancelled old passport = **4 Euros** for postage "**sans avis de réception**" return by mail or **4 Euros 50** for "**avec avis de réception**" return by mail.) Please note the tracking numbers of all envelopes for your files. **Once we have received your complete passport application, it takes approximately two weeks for you to receive your new passport depending on the type of mail service you choose.**

Please send your completed application form DS-82, current passport, photos and return envelopes to:

**American Embassy  
Office of American Services  
Passport Section  
2, rue Saint-Florentin  
75382 Paris Cedex 08**

## Passport Applications that Require Appearance in Person

**(If you do not meet the following requirements please see section on Passport Renewal by Mail in France on page 9.)**

**You MUST apply for a passport in person if:**

1. Your previous passport was issued when you were under 16, or if your (or your child's) previous passport was issued for a 5-year validity period. (For minors please refer to section on Applying for Renewal of Passports For Minors Under Age 14.)
2. Your previous U.S. passport was lost, stolen, or mutilated. See page 15.
3. You are applying for a U.S. passport for the first time.
4. Your previous U.S. passport was issued more than 15 years ago.
5. Your name has changed since your passport was issued and you do not have a legal document formally changing your name.

If you need a new passport for travel within the next two weeks, your application will require a personal appearance and you will need proof of an imminent departure. Please see the following website page for further information: [http://www.amb-usa.fr/CONSUL/oas\\_ppt.htm](http://www.amb-usa.fr/CONSUL/oas_ppt.htm).

If you meet the criteria for persons who **MUST** appear in person in order to make an application for passport renewal please submit the following documents:

- Form DS-11 – You may download this form from the following website page: <http://travel.state.gov/DS-0011.pdf> You may also obtain this form from the Consular Section of the Embassy at the time of application or you may call our offices at 01 43 12 22 22 after 3 p.m. and ask for the passport section. **Please do not sign this form until you are in the presence of a Consular Officer.**
- Your most recent passport;
- Two (2) identical, recent **color** photographs taken full face, with a white background, measuring 5 cm by 5 cm (2 in x 2 in). There are photographers located close to the Embassy. Please ask the photographer for photos for a U.S. passport, otherwise you may be given the wrong format. In order to obtain a list of photographers, please refer to our website page [http://www.amb-usa.fr/consul/FORMS/oas\\_photo.pdf](http://www.amb-usa.fr/consul/FORMS/oas_photo.pdf) or call our offices at 01 43 12 22 22 after 3 p.m. and ask for the passport section.
- **As of August 2, 2004, all new passports MUST be returned by mail using a registered letter or Chronopost tracking system.** When submitting your application with your current passport and color photos, please include a self-addressed Chronopost envelope or self-addressed registered letter envelope (*lettre recommandée; destinataire / expéditeur applicant's mailing address must be completed on the form*) with correct postage (i.e., for 2 passports new and cancelled old passport = **4 Euros** for postage "**sans avis de réception**" return by mail or **4 Euros 50** for "**avec avis de réception**" return by mail.) Please note the tracking numbers of all envelopes for your files. **Once we have received your complete passport application, it takes approximately two weeks for you to receive your new passport depending on the type of mail service you choose.**
- Your social security number.

## **And you MUST**

### **1. Present Proof of U.S. Citizenship**

**You may prove U.S. Citizenship with any one of the following:**

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as of U.S. citizenship.)
- Certified birth certificate issued by the city, county or state.

**NOTE :** *A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth.*

- Original Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

### **2. Present Proof of Identity**

**You may prove your identity with any one of these, if you are recognizable :**

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as of U.S. citizenship.)
- Naturalization Certificate
- Certificate of Citizenship
- Current, valid, driver's license; government ID: city, state or federal; military ID: military dependents; resident card

**NOTE:** Your Social Security Card does **NOT** prove your identity.

For further information concerning this application process please refer to the U.S. Department of State Website : [http://travel.state.gov/passport\\_obtain.html](http://travel.state.gov/passport_obtain.html) .

**For further information:** you may consult the Consular Section's webpage on passport renewal: [www.amb-usa.fr/consul/oas\\_ppt.htm](http://www.amb-usa.fr/consul/oas_ppt.htm) ; or e-mail the U.S. Embassy at: [citizeninfo@state.gov](mailto:citizeninfo@state.gov) . You may also telephone 01 43 12 49 42 or 01 43 12 48 76 between 3:00 p.m. and 5:00 p.m., or send a fax to: 01 42 96 28 39

**When traveling, please remember to carry a photocopy of your passport separately from your passport. In the event of loss or theft, the copy will facilitate issuance of an emergency passport.**

## Applying for Passport Renewal For Minors Under Age 14

### Each minor shall appear in person and:

- a. Both parents **must** appear together and sign the application form (DS-11) in the presence of a Consular officer;

### OR

- b. One parent **must** appear; he/she signs the application form in the presence of a Consular officer, and submits second parent's *Statement of Consent: Issuance of a Passport to a Minor Under Age 14*, authorizing passport issuance for the child, which you may download from the following website page: <http://travel.state.gov/DS-3053.pdf>, or call our offices to receive. The non-applying parent may also write a letter of consent for the appearing parent to make the application on his/her behalf. This letter **must** be signed.

### and shall submit ALL of the following:

1. Form DS-11 (This form may be obtained from the following website page: <http://travel.state.gov/DS-0011.pdf>, or by calling our offices);
2. Current passport;
3. **Important:** Both parents must submit a legible photocopy of proof of identification, such as a signed passport whether they are U.S. citizens or not. Non-U.S. citizens may submit a legible photocopy of a signed passport or a signed national photo identification card.
4. You **MUST** also submit an original or legible photocopy of the child's birth certificate.
5. Two (2) identical, recent **color** photographs taken full face, with a white background, measuring 5 cm by 5 cm (2 in x 2 in). Please ask the photographer for photos for a U.S. passport, otherwise you may be given the wrong format. There are photographers located close to the Embassy. You may also download a list of photographers from the following website page: page [http://www.amb-usa.fr/consul/FORMS/oas\\_photo.pdf](http://www.amb-usa.fr/consul/FORMS/oas_photo.pdf), or call our offices at 01 43 12 22 22 after 3 p.m.
6. Please remember to bring your child's social security number.
7. **As of August 2, 2004, all new passports MUST be returned by mail using a registered letter or Chronopost tracking system.** When submitting your application with your current passport and color photos, please include a self-addressed Chronopost envelope or self-addressed registered letter envelope (*lettre recommandée; destinataire / expéditeur* **applicant's mailing address must be completed on the form**) with correct postage (i.e., for 2 passports new and cancelled old passport = **4 Euros** for postage "**sans avis de réception**" return by mail or **4 Euros 50** for "**avec avis de réception**" return by mail.) Please note the tracking numbers of all envelopes for your files. **Once we have received your complete passport application, it takes approximately two weeks for you to receive your new passport depending on the type of mail service you choose.**

**PASSPORT FEE FOR MINORS**

Seventy dollars (\$70.00) or the Euro equivalent in cash, traveler's checks and credit cards (Visa, American Express, Mastercard, Discovery). Personal checks are not accepted.

For more information see Special Requirements for Children Under Age 14 at the following website page: <http://travel.state.gov/specialreq.html> or [http://travel.state.gov/pam\\_notice.html](http://travel.state.gov/pam_notice.html) .

**When traveling, please remember to carry a photocopy of your children's passports separately from your passport. In the event of loss or theft, the copy will facilitate issuance of an emergency passport.**

## Lost, Stolen or Mutilated Passports

The Office of American Services can replace lost, stolen or mutilated passports upon verification of your identity, and your citizenship, with an emergency limited-validity passport valid for immediate travel.\* You may download the application forms DS-11 and DS-0064 from the following website pages <http://travel.state.gov/DS-0011.pdf> and <http://travel.state.gov/DS-0064.pdf>; or you may obtain the form at the Consulate at the time of application. **Please do not sign this form until asked to do so in the presence of a Consul at the passport office of the Consular Section of the Embassy.**

In order to obtain a replacement passport, **ALL** applicants (including children) **MUST** appear in person at the Passport Office located at the Consular Section of the U.S. Embassy with the following items:

- A police report substantiating loss or theft;
- All available identification such as: birth certificate, driver's license, photocopy of the missing passport, or expired U.S. passport;
- If you have no current identification with you, you should bring along an American friend or relative with his or her passport to vouch for you.
- Two (2) identical, recent **color** photographs taken full face, with a white background, measuring 5 cm by 5 cm (2 in x 2 in). Please ask the photographer for photos for a U.S. passport, otherwise you may be given the wrong format. There are photographers located close to the Embassy. You may also download a list of photographers from the following website page: [http://www.amb-usa.fr/consul/FORMS/oas\\_photo.pdf](http://www.amb-usa.fr/consul/FORMS/oas_photo.pdf), or call our offices at 01 43 12 22 22 after 3 p.m.
- **IMPORTANT: All applications for children under 14 require both parents' or legal guardians' consent.** When applying for a child under age 14, at least one parent must be present at the time of application. The parent (or legal guardian) who is not accompanying the child must submit a legible photocopy of his/her signed passport whether he/she is a U.S. citizen or not. Non-U.S. citizens may submit a legible photocopy of a signed passport or a signed national photo identification card. If the non-applying parent is unable to sign the application form DS-11, he/she **MUST** submit a letter authorizing the parent accompanying the child to make the passport renewal application for his/her child on his/her behalf. You may download the Statement of Consent: Issuance of a Passport to a Minor Under Age 14 from the following website page: <http://travel.state.gov/DS-3053.pdf>, or call the Office of American Services. A signed letter of authorization may also be acceptable.
- **For children under 14, you MUST also submit an original or legible photocopy of the child's birth certificate.**
- Please remember to bring your social security number.
- \*If you have an imminent departure date (within two weeks), you must submit proof of travel, i.e. an airline ticket or electronic ticket, to the passport office at the time of application.
- If your departure date is not imminent, your passport will be sent to you by-mail. Please bring a self-addressed Chronopost envelope or self-addressed registered letter envelope (*lettre recommandée; destinataire / expéditeur* **applicant's mailing address must be completed on**

**the form)** with correct postage = **4 Euros** for postage "**sans** avis de réception" return by mail or **4 Euros 50** for "**avec** avis de réception" return by mail.) Please note the tracking numbers of both envelopes. **Once we have received the complete passport application, it takes approximately two weeks for you to receive your new passport depending on the type of mail service you choose.**

- **IMPORTANT:** For all applications for replacement passports for married women it is mandatory that their maiden name be printed on the replacement passport application form DSP-11 in box number 17 marked, "Other Names You Have Used." Applications that do not contain this information, if relevant, will be returned to the applicant to be completed.

The fee for a replacement passport for an adult (over 16) is \$85, or the euro equivalent for adults, and \$70, or the euro equivalent for children. See following page for payment methods.

## Passport Amendments

In order to add visa pages to your passport or in case you would like to make an amendment changing your legal name, you must do so by mail. Please call our offices at 01 43 12 22 22 and ask for the passport section at the Office of American Services or, write to our e-mail box: [citizeninfo@state.gov](mailto:citizeninfo@state.gov), or refer to the following website page [http://www.amb-usa.fr/consul/oas\\_pptamd.htm](http://www.amb-usa.fr/consul/oas_pptamd.htm).

## Fees and Payment Methods

For payment for the services rendered by the American Services Unit, we only accept payment in US dollars and Euros. Payment at the American Services Unit using our walk-in service may be made by using cash, traveler's checks or credit cards issued by American Express, Visa, Mastercard, or Discover. For passport renewals by mail, please see section and requirements for this service.

**We do not accept any personal checks.**

Fee Schedule	
Passports for minors under the age of 14	\$70 or the euro equivalent *
Passports renewed by mail	\$55 or the euro equivalent
All other passport applicants	\$85 or the euro equivalent
Consular Reports of Birth Abroad	\$65 or the euro equivalent

**\* For the current consular exchange rate for payment of passport applications please refer to the following website page: [http://www.amb-usa.fr/consul/OAS\\_ROE.HTM](http://www.amb-usa.fr/consul/OAS_ROE.HTM) or call 01 43 12 22 22 and ask for the consular cashier or the passport section.**



## **Appendix A**

### **Procedure for Issuance of U.S. Passports Overseas**

Beginning on **April 8, 2002**, American citizens residing or traveling abroad who require issuance of a U.S. passport will be issued the latest, state-of-the-art passport incorporating a photo-digitized image and other enhanced security features. These passports will be issued at the National Passport Center (NPC) in Portsmouth, N.H. and returned to the Embassy/Consulate abroad by express mail. U.S. Embassies and Consulates will continue to issue passports for emergencies requiring immediate travel.

#### **For passport renewals:**

U.S. Embassies and Consulates will forward the approved passport applications to the National Passport Center by express mail and the new passports will be returned in the same way. Processing time from application to delivery for the new passports should be no more than two weeks depending on the type of return mail service you choose.

While the added document security will benefit all Americans, especially those overseas residents who are frequent travelers, we recognize that this procedure will take more time than our previous same day service. As this new security initiative is introduced, let's work together to make the transition smooth and effective. We ask that you take the time to please check your passports to see when they expire and be sure that you apply for replacements well in advance. You must renew your passport by mail if you meet the requirements. You may refer to the Embassy website page: [www.amb-usa.fr/CONSUL/oas\\_pptrenewal.htm](http://www.amb-usa.fr/CONSUL/oas_pptrenewal.htm) for further instructions on how to renew your passport by mail. For all other types of passport applications please refer to [www.amb-usa.fr/CONSUL/oas\\_ppt.htm](http://www.amb-usa.fr/CONSUL/oas_ppt.htm), or call our offices.

#### **For emergency passport issuance:**

Emergency passports will be limited in validity, and cannot be extended. Passport holders will be required, to exchange their limited validity passports for a full-validity photo-digitized passport upon completion of their emergency travel, either through passport facilities in the U.S. or U.S. Embassies and Consulates abroad.

The State Department remains committed to ensuring that American citizens receive the most secure documents in a timely manner.

## **Questions About American Citizenship and Passports**

Our Passport/Citizenship Unit at the American embassy is a busy place. Yearly, we issue over 7,000 passports and register the births of over 800 children. One of the prime functions of the Passport/Citizenship Unit is to provide information and guidance on citizenship questions. Below are the twelve most common questions we get concerning American citizenship and passports.

### **Q. I was born in the United States while my parents were there temporarily for studies. Do I have a claim to American citizenship?**

Yes, almost anybody born in the United States is an American citizen regardless of the nationality or status of the parents. The only exceptions are children of foreign diplomats who have full diplomatic immunity. Anyone else can apply for an American passport by presenting an original birth certificate showing birth in the United States and adequate identity documents.

### **Q. I am an American citizen. I recently had a child born in France. Does she have a claim to American citizenship?**

Most likely. Whether an American citizen can transmit citizenship to a child born overseas depends on several factors: whether both parents are American, whether the child is born in wedlock, when the child is born. The most common case is a child born in wedlock to one American citizen parent, and one non-American parent. The American citizen parent must have been physically present in the United States for five years prior to the birth of the child. In addition, two of those five years must be after the parent reached the age of fourteen. For children born before November 14, 1986, the parent must have spent ten years in the United States with five years after the age of fourteen. The five years is cumulative so a few months here and a few years there can be used to add up to the five years. When both parents are American, they need only show that one of them has ever resided in the United States (no specified time.) An American citizen mother of a child born out wedlock needs to show that she spent one continuous year in the United States prior to the birth of her child. An American citizen father of a child born out of wedlock must have the five years and must have recognized the child and agreed to the child's financial support.

### **Q. My daughter has lived all her life in France and cannot give American citizenship to her children. Is there any way they can become American through their grandparents?**

Yes. When American citizens cannot transmit citizenship to their children born overseas because they do not have the required physical presence time in the United States, they have two options:

- 1) They can apply for the expeditious naturalization of their children, if an American citizen grandparent has enough physical presence time in the United States. This procedure must be done through the United States Immigration and Naturalization Service. The process takes longer (up to 3 years) and the child must go to the United States to be naturalized, but the end result is that the child receives a Certificate of U.S. Citizenship and is an American citizen. The process must be completed before the child is eighteen.
- 2) The U.S. citizen parent may file for an immigrant visa for the child. Under the Child Citizenship Act, once the child enters the U.S. on an immigrant visa, the child automatically becomes a U.S. citizen. The child must be under 18 and in the legal and physical custody of the U.S. citizen parent at the time of entry. Immigrant visas may be obtained through the Embassy in Paris. The immigrant visa process usually takes no more than a few months.

**Q. We are Americans living in France. We just adopted a Vietnamese girl and she is living with us there. How do we get her an American passport ?**

The same process mentioned above can be used for children adopted overseas by American citizens. While adoption by a U.S. citizen parent does not automatically confer citizenship, it does qualify a child for expeditious naturalization, or citizenship upon entry to the U.S.

**Q. My son has both French and American citizenship. At what age must he choose which citizenship he wants to keep ?**

American citizenship is for life. The laws covering the retention of citizenship have been greatly liberalized - thanks in large part to the lobbying of American community groups based rights here in Paris. No child has to do anything at any age to retain, choose, affirm, or confirm American citizenship.

In the 1980's, the Supreme Court ruled that citizenship is a Constitutional right, which cannot be taken away from a citizen who does not intend to relinquish it. Therefore, such actions as naturalization in a foreign election, do not automatically jeopardize American citizenship.

**Q. I lost my citizenship long ago because I got a job with the French government. I have heard that things have changed. Can I be American again ?**

Probably. The same Supreme Court decisions mentioned above have opened the way for review of many loss of citizenship cases. Although each case is different, many do not stand up to the revised level of scrutiny and can be vacated with the consequent restoration of citizenship.

**Q. If we don't plan to travel back to the United States any time soon, why should we renew our passports now ?**

**Four reasons:**

1. the passport is proof of American citizenship. Every American abroad should have valid proof of her or his citizenship at all times.
2. life is unpredictable. You will never know when you may need to travel suddenly to the United States. The last thing you need to do in an emergency is worry about getting downtown to get your or your child's passport renewed. It is much better to do it when it is convenient for you.
3. a passport is required for countless French administrative purposes and you do not want to get caught with an expired passport when your *carte de séjour* comes up for renewal.
4. if you wait too long, you cannot renew an expired passport by mail. You have to apply in person and pay an extra \$30.

**Q. I travel frequently and my passport is always at some embassy to obtain a visa. Can I get a second passport ?**

Generally, citizens are allowed to carry only one valid passport at a time. In some cases, the issuance of a second passport is possible: frequent travel and the delays due to visa applications; the presence of a stamp from one country that causes problems in another country. We will ask for justification from an employer or proof of compelling reasons for personal travel.

**Q. If I take French citizenship, can I still be an American?**

Yes. In the 1980's, the Supreme Court ruled that citizenship is a constitutional right that cannot be taken away from a citizen who does not intend to relinquish it. Therefore, such actions as naturalization in a foreign country, employment with a foreign government, voting in a foreign election, do not automatically jeopardize American citizenship.

**Q. I let my passport expire. What can I do now?**

You can renew it in person at the Passport Unit or by mail, if it was issued less than 15 years from today's date. See below on information on getting the renewal forms. Please refer to the Passport Renewal section of this guide for complete information on the renewal process. Fees to renew adult passports are \$55; renewal fees for children (under sixteen) are \$70 (\$40 for the passport application, plus \$30 for the execution fee.) Children's passports expire every five years, passport for adults expire every 10 years. We suggest that you always check your passport's expiration date well before you plan to travel in order to prevent delaying your travel plans.

**Q How can I reach the passport section?**

During the day, especially in the mornings, we are helping Americans at our counter – some with pressing emergencies – so we cannot always be at our phones, making voicemail a necessity. Please leave a message and we will return all calls as soon as possible. You can request forms and ask more detailed questions using the numbers listed below.

**Emergencies: After hours and on week-ends - 01 43 12 22 22. Ask for Consular Duty Officer.**

**Passport Information: 01 43 12 49 42 / 01 43 12 48 76 (01 43 12 46 32 after 3:00 p.m.)**

**Birth Registrations: 01 43 12 46 71**

**Citizenship Claims : 01 43 12 46 54**

**Email : citizeninfo@state.gov – use for all services mentioned above**

**Webpage: www.amb-usa.fr**

Our hours are 9:00 a.m. to 12:30 p.m. and 1:00 p.m. to 3:00 p.m. weekdays, except on French and American holidays. **As of August 2, 2004, office hours for passport services will be 9:00 a.m. to 1:00 p.m. weekdays.**

**Due to security, there is lengthy inspection process to enter the building. You can speed your entry by not bringing electronic devices, cameras, weapons, or unnecessary bags, briefcases, or sacks. Come to the front of the line and at the right hand door, tell the guard that you are here for American Services.**

# REPORT OF BIRTHS DESK

Office of American Services, 2, rue Saint-Florentin, 75382 Paris Cedex 08

## Passport and Citizenship Unit

Office Hours — 9:00 a.m. – 12:30 p.m., and 1:00 p.m. – 3:00 p.m., **by appointment only**, Tuesday through Friday, except on French and American holidays. *(As of August 2, 2004 these office hours will be modified to 9:00 a.m. – 1:00 p.m. Tuesday through Friday.)*

## How to Register the Birth of your Child Abroad as an American Citizen And Obtain a First Passport

To register the birth of your child as an American citizen and to obtain a first passport, please call the passport unit at 01 43 12 46 71, preferably between 3:00 and 5:00 p.m., to schedule an appointment. Due to the large number of Americans living in France please allow two weeks for an appointment — those without appointments may be turned away or face lengthy delays. In addition to the documentation listed below, **the child must be present at the time of registration**. All forms and instructions may be downloaded directly from the internet (see following pages), or you may call the Office of American Services at telephone 01 43 12 22 22 **between 3:00 and 5:00 p.m.** to receive them.

## Registration of an American Citizen Born Abroad

### I. REGISTRATION OF U.S. CITIZEN CHILDREN BORN ABROAD

The Office of American Services can register the birth of children born abroad to U.S. citizens and help parents obtain a first passport and social security number for newborn children. U.S. citizens with children who were born outside the United States must register them at the nearest U.S. Consular Office in order to document them as U.S. citizens. In the registration process, a Consular officer determines the eligibility of U.S. citizen parents to "transmit" citizenship to the child. The requirements of U.S. law for the transmission of U.S. citizenship to a child are set forth in section II of this document.

Upon registration, the child will be issued a **CONSULAR REPORT OF BIRTH ABROAD OF A CITIZEN OF THE UNITED STATES OF AMERICA (FORM FS-240)**. This document is a basic citizenship document. In the United States, it may be easier to present this document as a birth certificate in place of a foreign birth certificate.

The Consular Report of Birth Abroad is usually ready in about three hours. In most cases the child's passport application will be sent to the National Passport Center and the passport will be returned to the Embassy about two weeks after your interview.

U.S. citizen parents should register their children as soon as possible but it is imperative that registrations take place before the children reach eighteen years of age. A Consular Report of Birth Abroad cannot be prepared if the child is 18 years old or more at the time the birth is reported. Persons born abroad who are more than 18 years of age, and who believe they have a claim to U.S. citizenship, but who have never been documented as a U.S. citizen, should apply to the nearest American consular office for information and assistance in investigating their claim to U.S. nationality.

Only the child's U.S. parent(s) or legal guardian(s) may apply for a Consular Report of Birth Abroad on a child's behalf. Both parents must sign the application for the child's first passport. Please see instructions on obtaining a first passport on following pages. A notarized statement of authorization from the natural parent may be required in some instances.

## **II. REQUIREMENTS OF THE U.S. IMMIGRATION AND NATIONALITY ACT FOR TRANSMISSION OF U.S. CITIZENSHIP TO CHILDREN BORN ABROAD**

### **A. Children born in Wedlock**

#### **1) Born to two U.S. citizen parents**

If either parent has resided in the United States prior to the birth of the child, the child acquires U.S. citizenship under the provisions of Section 301 (c) of the United States Immigration and Nationality Act. There is no requisite period of residence for the parents in the U.S., but it must have been at some time prior to the birth of the child.

#### **2) Born to one U.S. citizen and one alien parent**

##### **a. Born before or on November 13, 1986**

The U.S. citizen parent must have been physically present in the United States for a cumulative period (or periods totaling) ten years before the birth of the child, at least five years of which were after the U.S. citizen parent reached the age of fourteen. If this requirement is met, the child acquires U.S. citizenship under the provisions of Section 301(g) of the Immigration and Nationality Act.

##### **b. Born on or after November 14, 1986**

The U.S. citizen parent must have been physically present in the United States for a period (or periods totaling) five years prior to the birth of the child, at least two years of which were after the U.S. citizen parent reached the age of fourteen years. If this requirement is met, the child acquires U.S. citizenship under the provisions of Section 301(g) of the Immigration and Nationality Act (as amended by Public Law 99-653 of November 14, 1986).

### **B. Children Born out of Wedlock**

#### **1) Born to a U.S. citizen mother**

The U.S. citizen mother must have been physically present in the United States for a continuous period of at least one year before the child's birth. This period of presence may have been at any time before the child's birth. If this requirement is met, the child acquires U.S. citizenship under the provisions of Section 309(c) of the United States Immigration and Nationality Act.

#### **2) Born to a U.S. citizen father and an alien mother**

In November 1986, the United States Immigration and Nationality Act was amended to permit a child born out of wedlock to a U.S. citizen father and an alien mother to acquire U.S. citizenship at birth based upon clear and convincing evidence of paternity. The father must have fulfilled the appropriate physical presence requirements under Section 301(g) of the United States Immigration and Nationality Act (ten or five years of physical presence as explained).

**In addition, the United States citizen father must:**

- sign a written agreement to provide financial support until the child reaches the age of eighteen years; and
- Make a statement under oath acknowledging parentage, or legitimate the child under the law of the child's residence or domicile; or, have the paternity of the child adjudicated and established by a competent court. The appropriate form is attached. Please do not sign until asked to do so by the Consular officer.

### **C. What Does Physical Presence Mean?**

Physical presence is counted as the time the parent was actually in the United States. If the parent had a residence in the U.S. but spent most of his/her time traveling or living abroad, only the time actually spent in the U.S. counts as physical presence. Physical presence need not be continuous. Visits of any length to the U.S. count towards fulfilling physical presence requirements. Any periods spent outside of the U.S., even short vacations, must be accounted for in listing physical presence. Time when the parent is not present in the U.S. for the following reasons may also be counted as physical presence in the U.S. for the purpose of transmitting U.S. citizenship:

- honorable service in the Armed Forces of the United States;
- employment with the U.S. Government or with certain international organizations;
- residence overseas as a dependent unmarried son or daughter and a member of the household of an employee of the U.S. Government or certain international organizations.

These provisions do not apply in the case of a child born out of wedlock to a U.S. citizen mother. The continuous year must be in the United States and may not be satisfied through time as a United States Government employee or dependent overseas. ***The officer may need to see proof of the U.S. parent physical presence in the U.S. prior to the child's birth.***

If you are an American citizen but do not have enough physical presence to transmit your U.S. nationality to your child, please refer to the following website page concerning the Child Citizenship Act 2000 <http://travel.state.gov/childcit.html>. You may also call our offices to receive further information at 01 43 12 22 22 (ask for the Office of American Services / citizenship desk).

*The Child Citizenship Act of 2000 allows certain foreign-born, biological and adopted children of*

### **III. WHEN YOU COME IN TO REGISTER YOUR CHILD'S BIRTH, PLEASE SUBMIT THE FOLLOWING: (Please remember that the child MUST be present at the time of application.)**

#### **A) COMPLETED CONSULAR REPORT OF BIRTH ABROAD APPLICATION WORKSHEET (DS-2029)** You may download this form from the following website page, [www.amb-usa.fr/consul/forms/ds2029.pdf](http://www.amb-usa.fr/consul/forms/ds2029.pdf), or call our offices to receive the form.

- 1) The worksheet is a photocopy of the Consular Report of Birth Abroad application. Please complete it fully and accurately prior to your appointment in order to shorten your wait. You will complete another (the original) at the embassy by clearly copying your information in blue or black ink once the consular assistant has verified your worksheet.

- a) Please complete the information requested in section A, numbers 1-15, on the application form worksheet. (Number 12 is particularly important and should be carefully reconstructed and documented for both parents, even if one is not a United States citizen, prior to coming to the embassy for your appointment. Please use additional sheets of paper if necessary.)
- b) Instructions are on the second page of the application form. (PLEASE READ AND FOLLOW THESE WITH CARE.)
- c) If you have any doubts about any of the information requested, please leave those areas blank until you have discussed them with a consular assistant.

## **B) SUPPORTING DOCUMENTATION**

The documentary evidence that must accompany the Consular Report of Birth Abroad application is listed on the reverse of the worksheet. **All documents submitted must be originals or certified copies from the issuing authority. REGULATIONS DO NOT PERMIT EXCEPTIONS TO ACCEPTABLE EVIDENCE.**

- 1. If the child was born in France, insist upon a *copie integrale de l'acte de naissance* (**not extrait**) from the town hall (*Mairie*) under whose authority the birth was registered. Neither the *livret de famille* nor a *fiche d'etat civil* can be accepted as a French birth certificate.
- 2. A United States passport is acceptable as evidence of the American citizenship of a parent.
- 3. If the parents were married in France, submit the marriage certificate or *livret de famille* as a marriage certificate.
- 4. If the parents were married in the U.S., please bring the original state marriage certificate issued by the civil authorities in the U.S. or a certified copy, bearing the official seal. (See following).
  - a) If the parents were married in a third country, bring the original foreign marriage certificate issued by the authorities in this country and an official translation, if necessary, in English or French.
  - b) If either of the parents was previously married, bring originals or certified copies of evidence of the termination of all prior marriages.

### **NOTE: Previous Consular Report(s) of Birth Abroad**

If you have previously registered the birth of a U.S. citizen child born abroad, please bring a copy of the previous Consular Report of Birth Abroad to accelerate the processing time.

## **C) CONSULAR REPORT OF BIRTH ABROAD FEE**

Sixty-five dollars (\$65.00) or Euro equivalent in cash, traveler's checks and credit cards (Visa, American Express, Mastercard, Discovery). **Personal checks are not accepted.**



### Required Documents Checklist for the Consular Report of Birth Abroad:

The American parent should submit the following documents to the Consular Section of the Embassy, either in the original form or a certified copy:

- ❑ The child's birth certificate issued by the local authorities at the place of birth. For births in France, request the *extrait de l'acte de naissance integral* from the town hall *Mairie*. Neither the *livret de famille*, nor *extrait de l'acte*, nor a *fiche individuelle d'etat civil* will be accepted as a birth certificate.
- ❑ Evidence of the U.S. citizenship of the child's parent(s). (i.e., Passport, naturalization certificate)
- ❑ The U.S. or French marriage certificate of the child's parents. If the marriage took place in France you may use the *livret de famille*.
- ❑ If either of the child's parents has been married before, evidence of termination of that marriage such as an original certified copy of the decree of dissolution or divorce or a death certificate.
- ❑ If only one of the parents is a U.S. citizen, a statement by that parent listing the precise periods of his or her actual physical presence in the United States.
- ❑ The completed Consular Report of Birth Abroad application form (DS-2029).
- ❑ The fee for the report of birth is \$65.00. Fees may be paid with major credit cards, in cash or with travelers' checks. **Personal checks are not accepted.**
- ❑ If applying for a U.S. passport for the child, please remember that the fee for the first passport, for a minor under 16 years old, is \$70.00. If you are applying for a Consular Report of Birth Abroad as well as a first passport, the total fees are \$135.
- ❑ If you are applying for a first U.S. passport for your child, you must bring correct postage = 4 euros for return by mail. **All new passports are now sent to applicants by mail only.**

#### IV. PASSPORT APPLICATION FOR FIRST PASSPORTS FOR MINORS

##### When applying for a first passport for minors under age 14:

##### A. Each minor shall appear in person and:

- a) Both parents **must** appear together and sign the application form (DS-11) in the presence of a Consular officer;

##### OR

- b) One parent **must** appear; he/she signs the application form in the presence of a Consular officer, and submits second parent's *Statement of Consent: Issuance of a Passport to a Minor Under Age 14*, authorizing passport issuance for the child, which you may download from the following website page: <http://travel.state.gov/DS-3053.pdf>, or call our offices to receive. The non-applying parent may also write a letter of consent for the appearing parent to make the application on his/her behalf. This letter **must** be signed.

##### and shall submit ALL of the following:

- a) Form DS-11 (This form may be obtained from the following website page: <http://travel.state.gov/DS-0011.pdf>, or by calling our offices);
- b) **Important:** Both parents must submit a legible photocopy of proof of identification, such as a signed passport whether they are U.S. citizens or not. Non-U.S. citizens may submit a legible photocopy of a signed passport or a signed national photo identification card.
- c) You **MUST** also submit the child's **original** birth certificate. Copies will not be accepted.
- d) Two (2) identical, recent **color** photographs taken full face, with a white background, measuring 5 cm by 5 cm (2 in x 2 in). French photo booth photographs are not acceptable. Please ask the photographer for photos for a U.S. passport, otherwise you may be given the wrong format. There are photographers located close to the Embassy. You may also download a list of photographers from the following website page: page [www.amb-usa.fr/consul/FORMS/oas\\_photo.pdf](http://www.amb-usa.fr/consul/FORMS/oas_photo.pdf), or call the Office of American Services.

**As of August 2, 2004 all new passports will be returned by mail only.** Please bring a self-addressed Chronopost envelope or self-addressed registered letter envelope (*lettre recommandée; destinataire / expéditeur* applicant's mailing address must be completed on the form) with correct postage = 4 Euros for *sans avis de réception* for return by mail or 4 Euros 50 for *avec avis de réception* return by mail.) Please note the tracking numbers of both envelopes. Once we have received the complete passport application, it takes approximately two weeks for you to receive your child's new passport depending on the type of mail service you choose.

**PASSPORT FEE**

Seventy dollars (\$70.00) or the Euro equivalent in cash, traveler's checks and credit cards (Visa, American Express, Mastercard, Discover). Personal checks are not accepted.

For more information, see Special Requirements for Children Under Age 14 at the following website page: <http://travel.state.gov/specialreq.html>.

# NOTARIAL SERVICES

Notarial services are available from 9:00 a.m. to 12:30 p.m. and 1:00 p.m. to 3:00 p.m., Tuesday through Friday, except on French and American holidays. **As of August 2, 2004, notarial services will be available Tuesday through Friday from 9:00 a.m. to 1:00 p.m.,** except on French and American holidays. For further information, please call 01 43 12 22 22 and ask for notarial services. You may also write to the following e-mail box for information [citizeninfo@state.gov](mailto:citizeninfo@state.gov) or refer to the Embassy's website [http://www.amb-usa.fr/CONSUL/oas\\_not.htm](http://www.amb-usa.fr/CONSUL/oas_not.htm).

Notarial Services are available to all U.S. passport holders and to foreign nationals with documents destined for use in the United States. They are executed by Consular Officers and may include documents to be signed before them, statements made under oath, affidavits and acknowledgments.

**To notarize a document, you must come in person to the office with the following documents:**

- A valid passport or piece of identity issued by a Government agency, drivers' licenses are acceptable, student ID's are not.
- The document to be notarized
- The fee is \$30.00, or the euro equivalent per initial signature/seal; each additional signature/seal provided at the same time in connection with the same transaction will cost \$20 or the euro equivalent.
- If your document must also be witnessed, please bring your witnesses with you. Consular officers and staff may NOT be witnesses for notarial purposes.

## **Marriage celebrations in France:**

American diplomatic officers have no legal authority to perform marriages. United States citizens contemplating marriage in France should contact the *mairie* or city hall in their place of residence to learn of local requirements. The Embassy has some forms to use in place of the Etat Civil documents required for marriage in France. U.S. military personnel should contact the Legal Officer of the Defense Attache's Office at the Embassy, Tel: switchboard 01 43 12 22 22.

## **U.S. Police Records:**

An *extrait de casier judiciaire*, required sometimes by French authorities, is generally known as a police record in the U.S. At their discretion, French officials may accept your own sworn statement or affidavit as an equivalent of a U.S. police record. If you require an original police record from a police department in the U.S., please call the notarial section or write to the following e-mail address: [Citizeninfo@state.gov](mailto:Citizeninfo@state.gov).

## VOTING IN THE U.S. ELECTIONS FROM FRANCE

Election 2004 voter registration and absentee ballot information is available directly from the Federal Voting Assistance Program at their website ([www.fvap.gov](http://www.fvap.gov)) or via their toll-free telephone number from France: 08 00 91 73 04. (Note: This number may be dialed directly from France.) .

Eligibility for State and Federal elections via absentee ballot depends upon the laws and regulations of your last state of legal residence in the United States. The absentee voting process is designed to permit citizens who will be away from their local polling places on Election Day to vote by mail. **Absentee voters should request their ballots at least 60 days before the election.** The Federal Post Card Application (FPCA) is a "U.S. postage paid" postcard (please affix appropriate postage when mailing from France) printed and distributed by the federal government for use by absentee voters. The FPCA serves as a simultaneous registration form and application for an absentee ballot. However, the extent and manner of its use are controlled by state law and sometimes by local procedure.

You can vote by absentee ballot, even if you were never registered to vote, from your last "state of legal residence." For voting purposes this is the state where you last resided immediately prior to your departure from the United States. If you never resided in the United States, you may register and vote in the last state that your parents, or grandparents, resided in before your birth. Twelve states have specific rules that permit foreign-born American citizens who have never resided in the U.S. to use their parents' state of voting residence: Delaware, Georgia, Hawaii, Iowa, Massachusetts, New York, Oklahoma, Oregon, Rhode Island, Tennessee, West Virginia and Wisconsin. For other states, please send your Federal Postcard Application to the appropriate local board of elections since the state determines your eligibility. If you do not receive confirmation of your registration from your local election official, please call the FVAP directly from France at 08 00 91 73 04 or contact your local election official.

You may register to vote by absentee ballot using the Federal Voting Assistance Program's online service at ([www.fvap.gov](http://www.fvap.gov).) Please follow the specific instructions for state-by-state acceptance of online registrations.

You may also request the FPCA or obtain additional information by contacting the U.S. Embassy in Paris at 01 43 12 49 59 or 01 43 12 49 93 or by calling the operator at 01 43 12 22 22 and asking for the Office of American Services. To request the FPCA you may use the Embassy's e-mail service ([citizeninfo@state.gov](mailto:citizeninfo@state.gov)) in order to obtain the necessary forms. When sending your request for the FPCA by e-mail, please indicate your name, current address in France and your last "state of legal residence" in the United States.

***If your election materials require a witness or notary signature, please see information under Voting Assistance, hereunder, concerning notarial services provided at the U.S. Embassy and the American Presence Posts.***

## VOTING ASSISTANCE

Our system of government depends on the active participation of our citizens in the electoral process. It is not only the right of American citizens to vote, it is their duty to do so. Being overseas certainly does not relieve us of this civic duty but it does make it more difficult. While our friends back home can cast their vote between errands or on the way to work, we must deal with absentee ballot requests and mailing times back to our various states of residence.

Unfortunately, every Election Day, we do have citizens coming to our office looking for a voting machine. We cannot provide that service. Oversight of elections is reserved to the several states and the Federal government is not involved. However, there are several things that we at the Embassy can do to help citizens vote in the elections held by their home states.

We have information about requesting absentee ballots from each of the fifty states. Remember that every citizen has a right to vote for Federal offices (President, Vice President, Senator, and Congressman.) Many states have liberal laws allowing overseas residents to vote in state and local elections, too. To receive this information, send a request to our offices. Provide your mailing address in France and specify your last state of legal residence in the United States. We will mail you the necessary materials to register and to request the absentee ballot.

- If your particular state requires that the registration or ballot be signed under oath, the Office of American Services can witness your signature at no charge. Notarial hours in Paris are from 9:00 a.m. to 12:30 p.m. and 1:00 p.m. to 3 p.m., Tuesday, through Friday (except on American and French holidays.) **As of August 2, 2004, notarial services will be available Tuesday through Friday from 9:00 a.m. to 1:00 p.m.,** except on French and American holidays. (Please check the notarial services listing under American Citizen Services on our website ([www.amb-usa.fr](http://www.amb-usa.fr)) for updated information on opening hours and holidays. If you do not reside near Paris, please see the following website page in order to obtain the addresses and phone numbers of the Consulates and the American Presence Posts where notarial services are available ([www.amb-usa.fr/consul/guideoas/consulates.pdf](http://www.amb-usa.fr/consul/guideoas/consulates.pdf).) Note: Our offices in Nice do not provide this service. Please contact the office nearest you in order to obtain notarial service hours.
- **If your request for a ballot is received by local election officials at least 30 days in advance of the election but the blank ballot does not arrive in time for you to complete it and mail it back, we can provide an emergency write-in ballot (Federal Write-In Absentee Ballot) for you to get your vote in to be counted.**

At the Office of American Services, we take voting assistance very seriously. If you or anyone you know is having an event to register voters or encourage voting, please let us know. We will help in any way we can. You may also obtain guidance directly from the Federal Voting Assistance Program at their website ([www.fvap.gov](http://www.fvap.gov)) or you may call them from France at 08 00 91 73 04.

We can be reached by e-mail at [citizeninfo@state.gov](mailto:citizeninfo@state.gov), or by telephone at Tel: 01 43 12 49 59 / 49 93 / 45 18 / 45 01 or by mail at 2, avenue Gabriel, 75382 Paris CEDEX 08  
You may also receive recorded information at 01 43 12 49 96.

## **FEDERAL BENEFITS SERVICES**

**Federal Benefits Unit public hours are Monday through Friday from 11.30 am-3.00 pm.**

If you are presently receiving monthly benefits from a federal agency (e.g., Social Security Administration, Department of Veterans Affairs, Office of Personnel Management or Railroad Retirement Board,) you should contact the consulate to advise us of your residence in France. At that time you should inquire about the procedures for having your payments sent to you in France. International direct deposit is available in France for Social Security benefit payments. For further information, please contact the Federal Benefits Unit at 01-43-12-22-22 (ask for FBU).

For information in French on **French Social Security Benefits**, please address your inquiry to: .

Les Renseignements de la Sécurité Sociale  
69, bis rue de Dunkerque  
75453 Paris Cedex 09  
Tel: 08 20 90 41 75 (toll call)

## **U.S. TAXES**

U.S. citizens must report their worldwide income on their Federal income tax returns. Living or earning income outside the United States does not relieve a U.S. citizen of responsibility for filing tax returns. However, U.S. citizens living and/or working abroad may be entitled to various deductions, exclusions, and credits.

Tax assistance is available by telephone at 01 43 12 25 55 between the hours of 1:30 and 3:30 p.m., by fax at 01 43 12 47 52, or by Minitel at 3614 code: Etats-Unis. In addition, you can visit the IRS Internet Home Page for tax information and download forms at <http://www.irs.ustreas.gov>. IRS also has information on the Embassy home page at <http://www.amb-usa.fr>. For individual tax assistance, you can visit the IRS office located at 2, rue Saint-Florentin, 4<sup>th</sup> floor, between the hours of 9:00 a.m. and noon. Assistance is provided on a first come, first served basis.



U.S. Department of State  
Bureau of Consular Affairs  
Washington, DC 20520



## Consular Information Sheet

### France and Monaco

May 18, 2004

**COUNTRY DESCRIPTION:** France is a developed and stable democracy with a modern economy. Monaco is a developed constitutional monarchy.

**ENTRY REQUIREMENTS:** A passport is required for entry to France and Monaco. A visa is not required for tourist/business stays up to 90 days in France and Monaco. For further information concerning entry requirements for France, travelers may contact the Embassy of France at 4101 Reservoir Road, N.W., Washington, D.C. 20007, tel. (202) 944-6000, or the French Consulates General in Atlanta, Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, or San Francisco. The [web site for the Consular Section of the French Embassy in the United States](http://www.consulfrance-washington.org) is: <http://www.consulfrance-washington.org>. For further information on entry requirements to Monaco, travelers may contact the Consulate General of Monaco at 565 5th Avenue, New York, N.Y. 10017, tel. (212) 759-5227. [The Consulate General's web site](http://www.monaco-consulate.com) is <http://www.monaco-consulate.com>.

In an effort to prevent international child abduction, many governments have initiated procedures at entry/exit points. These often include requiring documentary evidence of relationship and permission for the child's travel from the parent(s) or legal guardian if not present. Having such documentation on hand, even if not required, may facilitate entry/departure.

**SAFETY AND SECURITY:** The Government of France maintains a national anti-terrorism plan, "Vigipirate Renforce." Under this plan, in times of heightened security concerns, the government mobilizes police and armed forces at airports, train and metro stations, and other high-profile locations such as schools, embassies, and government installations. Over the last year, arrests have been made in France in connection with various possible terrorist plots. American citizens should remain alert and vigilant, and report any suspect packages or suspicious activities to local police. All passengers on subways and trains are urged to be aware of their surroundings and to report any unattended baggage to the nearest authority.

In the past, political assassinations and random bombings have occurred in France. The Basque Separatist Party (ETA) and the National Front for the Liberation of Corsica (FLNC) continue to operate in the south of France and occasionally bomb local government institutions, banks, travel agencies, etc. There have been numerous politically motivated bombings on the island of Corsica and there have been two bombings on the mainland near Nice following the conviction and sentencing of several prominent separatists in France. While no deaths were caused by any of these acts of terrorism, Americans should remain vigilant when traveling to Corsica.

Violent civil disorder is rare in France. In the past, however, student demonstrations, labor protests, and other routine demonstrations have turned into violent confrontations between demonstrators and police. Americans are advised to avoid street demonstrations.

For the latest security information, Americans traveling abroad should regularly monitor the Bureau of Consular Affairs home page at <http://travel.state.gov>, where the current [Worldwide Caution Public Announcement](#), [Travel Warnings and Public Announcements](#) can be found.

Up-to-date information on security can also be obtained by calling 1-888-407-4747 toll free in the United States, or, for callers outside the United States and Canada, a regular toll line at 1-317-472-2328. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).



CRIME: Both France and Monaco have relatively low rates of violent crime. Nevertheless, while the overall crime rate has fallen slightly in recent years, the volume of crimes involving violence has increased in France. Thieves commonly target vehicles with non-local license plates and work in or near tourist attractions such as museums, monuments, restaurants, hotels, beaches, trains, train stations, airports, and subways. Americans in France and Monaco should be particularly alert to pickpockets in train stations and subways. Photocopies of travel documents and credit cards should be kept separate from the originals.

Although thieves may operate anywhere, the U.S. Embassy in Paris receives frequent reports of theft from several areas in particular:

Paris: Gangs of thieves operate on the rail link (RER) from Charles de Gaulle Airport to downtown Paris, where they prey on jet-lagged, luggage-burdened tourists. In one common ruse, a thief distracts a tourist with a question about directions, while an accomplice steals a momentarily unguarded backpack, briefcase, or purse. Thieves also time their thefts to coincide with train stops so they may quickly exit the car. Travelers may wish to consider taking a bus or taxi from the airport into the city.

Reports of stolen purses, briefcases and carry-on bags at Charles de Gaulle Airport have been on the rise. Travelers should monitor their bags at all times and never leave them unattended. As thieves commonly target laptop bags, travelers should avoid carrying passports and other valuables in computer bags.

There have been reports of robberies in which thieves on motorcycles reach into a moving car by opening the car door or reaching through an open window to steal purses and other bags visible inside. The same technique is used against pedestrians walking with purses/bags/cameras slung over their street-side shoulder. Those traveling by car should remember to keep the windows up and the doors locked.

Many thefts occur on the Number One Subway Line, which runs through the center of Paris by many major tourist attractions (including the Grand Arch at La Defense, the Arc de Triomphe, the Champs Elysees, Place de la Concorde, the Louvre, and the Bastille). Pickpockets are especially active on this metro line during the summer months and use a number of techniques. The most common, and unfortunately the most successful, is the simple "bump and snatch," where an individual bumps into the tourist while at the same time reaching into the pockets/purse/bag. Visitors should be particularly careful when metro doors are closing, as this is a favored moment for the less-sophisticated pickpockets to simply grab valuables and jump through the closing doors, leaving the victim helplessly watching as the thief flees. Visitors are encouraged NOT to aggressively confront thieves, who often operate in groups and may become violent if cornered. Simply drawing attention to an attempted theft will most likely stop the operation and cause a tactical withdrawal by the thief.

Gare du Nord train station, where the express trains from the airport arrive in Paris, is also a high-risk area for pickpocketing and theft. Travelers should also beware of thefts that occur on both overnight and day trains, especially on trains originating in Spain, Italy, and Belgium. Additionally, several sexual assaults involving American citizens have occurred recently in the immediate vicinity of the Gare du Nord train station.

Thefts also occur at the major department stores (Galeries Lafayette, Printemps, and Samaritaine) where tourists often place wallets, passports, and credit cards on cashier counters during transactions.

In hotels, thieves target lobbies and breakfast rooms, and take advantage of a minute of inattention to snatch jackets, purses, and backpacks. While many hotels do have safety latches that allow guests to secure their rooms from inside, this feature is not as universal as it is in the United States. If no chain or latch is present, a chair placed up against the door and wedged under the handle is usually an effective obstacle to surreptitious entry during the night. There are, however, reports of thieves breaking into hotel rooms on lower floors through open windows while the occupants are sleeping. To guard against this, hotel room windows should be kept locked at all times. There have been reports of thieves stealing safes from rooms in Parisian hotels. Whenever possible, valuables should be kept in the hotel safe behind the reception desk rather than in the room safe.

Many Americans have reported thefts occurring in restaurants and nightclubs/bars, where purses are stolen from the back of a chair or from under the table.

ATMs (Automatic Teller Machines) are very common in France and provide ready access to cash, allowing travelers to carry as much money as they need for each day. The rates are competitive with local exchange bureaus and an ATM transaction is easier than the cashing of travelers' checks. However, crimes committed around ATMs have been reported. Travelers should not use ATMs in isolated, unlit areas or where loiterers are present. Travelers should be especially aware of persons standing close enough to see the PIN

(Personal Identification Number) being entered into the machine. Thieves often conduct successful scams by simply observing the PIN as it is entered. If the card becomes stuck, travelers should be wary of persons who offer to help or ask for the PIN to "fix" the machine. Legitimate bank employees never have a reason to ask for the PIN.

Large criminal operations in Paris involving the use of ATM machines that "eat" the user's ATM card have been reported. This most often happens during a weekend or at night when the bank is closed. The frustrated traveler often walks away after unsuccessfully trying to retrieve the card, with plans to return the first day the bank is open. In such cases, the machine has been modified by a criminal gang, using an add-on device equipped with a microchip that records the user's PIN number when it is typed in and also prevents the card from being ejected. The criminal retrieves the card from the device once the visitor departs, downloads the recorded PIN number and then goes to other ATMs and withdraws as much cash as possible. ATM users are strongly encouraged to carry a 24-hour emergency number for their ATM card and bank account that will enable the immediate prevention of withdrawals from the supporting account.

Pigalle is the "adult entertainment district" of Paris. Many entertainment establishments in this area engage in aggressive marketing and charge well beyond the normal rate for drinks. There have been reports of threats of violence to coerce patrons into paying exorbitant beverage tabs. Visitors are encouraged to avoid this area unless touring with a well-organized and reputable tour company.

Normandy: There has been an increase in break-ins and thefts from vehicles in the parking lots at the Normandy beaches and American cemeteries. Valuables should not be left unattended in a car, and locking valuables in the trunk should not be considered a safeguard. Thieves often pry open car trunks to steal bags inside.

Southern France: Thefts from cars with open windows stopped at red lights are fairly common, particularly in the Nice-Antibes-Cannes area, and in Marseille. Car doors should be kept locked and windows raised at all times to prevent incidents of "snatch-and-grab" thefts. In this type of scenario, the thief is usually a passenger on a motorcycle. Similar incidents also have occurred at tollbooths and rest areas. Special caution is advised when entering and exiting a car, as this presents an opportunity for purse-snatchers. Break-ins of parked cars are also fairly common. Valuables should not be left in the car, not even in the trunk, when the vehicle is unattended.

The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, to contact family members or friends, and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

U.S. citizens may refer to the Department of State's pamphlet "[A Safe Trip Abroad](#)" for ways to promote a trouble-free journey. The pamphlet is available by mail from the [Superintendent of Documents, U.S. Government Printing Office](#), Washington, D.C. 20402, via the Internet at <http://www.gpoaccess.gov>, or via the Bureau of Consular Affairs home page at <http://travel.state.gov>.

**MEDICAL FACILITIES:** Medical care comparable to that found in the United States is widely available.

**MEDICAL INSURANCE:** The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and if it will cover emergency expenses such as a medical evacuation. U.S. medical insurance plans seldom cover health costs incurred outside the United States unless supplemental coverage is purchased. Further, U.S. Medicare and Medicaid programs do not provide payment for medical services outside the United States. However, many travel agents and private companies offer insurance plans that will cover health care expenses incurred overseas, including emergency services such as medical evacuations.

When making a decision regarding health insurance, Americans should consider that many foreign doctors and hospitals require payment in cash prior to providing service and that a medical evacuation to the United States may cost well in excess of \$50,000. Uninsured travelers who require medical care overseas often face extreme difficulties. When consulting with your insurer prior to your trip, ascertain whether payment will be made to the overseas healthcare provider or if you will be reimbursed later for expenses you incur. Some insurance policies also include coverage for psychiatric treatment and for disposition of remains in the event of death.

Useful information on medical emergencies abroad, including overseas insurance programs, is provided in the Department of State brochure "[Medical Information for Americans Traveling Abroad](#)," available via the Bureau of Consular Affairs home page at <http://www.travel.state.gov>.

**OTHER HEALTH INFORMATION:** Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention's hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747); fax 1-888-CDC-FAXX (1-888-232-3299), or via the [CDC's Internet site](#) at <http://www.cdc.gov/travel>. For information about outbreaks of infectious diseases abroad consult the [World Health Organization's website](#) at <http://www.who.int/en>. Further health information for travelers is available at <http://www.who.int/ith>.

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning France and Monaco is provided for general reference only, and it may not be totally accurate in a particular location or circumstance.

Safety of Public Transportation: Good  
Urban Road Conditions/Maintenance: Good  
Rural Road Conditions/Maintenance: Good  
Availability of Roadside Assistance: Good

Roads in France are generally comparable to those in the United States, but traffic engineering and driving habits pose special dangers. Usually, lane markings and sign placements are not as clear as in the United States. Drivers should be prepared to make last-minute maneuvers, as most French drivers do. The French typically drive more aggressively and faster than Americans and tend to exceed posted speed limits. Right-of-way rules in France may differ from those in the United States. Drivers entering intersections from the right have priority over those on the left (unless specifically indicated otherwise), even when entering relatively large boulevards from small side streets. Many intersections in France are being replaced by circles, where the right-of-way belongs to drivers in the circle.

On major highways, service stations are situated at least every 25 miles. Service stations are not as plentiful on secondary roads in France as they are in the United States. Paris, the capital and largest city in France, has an extensive and efficient public transportation system. The interconnecting system of buses, subways, and commuter rails serves more than 4 million people a day with a safety record comparable to or better than the systems of major American cities. Similar transportation systems are found in all major French cities. Between cities, France is served by an equally extensive rail service, which is reliable. High-speed rail links connect the major cities in France. Many cities are also served by frequent air service.

For [additional general information about road safety](#), including links to foreign government sites, please see Bureau of Consular Affairs home page at [http://travel.state.gov/road\\_safety.html](http://travel.state.gov/road_safety.html). For specific information concerning French and Monegasque driver's permits, vehicle inspection, road tax, and mandatory insurance, please contact the [French and Monegasque National Tourist Office hotline](#) at New York at (202) 659-7779 or via the Internet at: <http://www.franceguide.com>.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the Government of France's Civil Aviation Authority as Category 1 -- in compliance with international aviation safety standards for oversight of France's air carrier operations.

For further information, travelers may contact the Department of Transportation within the United States at tel. 1-800-322-7873, or visit the [FAA's Internet web site](#) at <http://www.faa.gov/avr/iasa/index.cfm>. The U.S. Department of Defense (DOD) separately assesses some foreign air carriers for suitability as official providers of air services. For information regarding the DOD policy on specific carriers, travelers may contact the DOD at tel. (618) 256-4801.

**CUSTOMS REGULATIONS:** French and Monegasque customs authorities enforce strict regulations concerning temporary importation into or export from France of items such as firearms, antiquities, medications, business equipment, sales samples, and other items. It is advisable to contact the Embassy of France in Washington, D.C., one of France's consulates in the United States, or the Consulate General of Monaco in New York for specific information regarding customs requirements. In many countries around the world, counterfeit and pirated goods are widely available. Transactions involving such products are illegal and bringing them back to the United States may result in forfeitures and/or fines. [A current list of those countries with serious problems in this regard](#) can be found at <http://www.ustr.gov/reports/2003/special301.htm>.

French and Monegasque customs authorities encourage the use of an ATA (Admission Temporaire/Temporary Admission) Carnet for the temporary admission of professional equipment, commercial samples, and/or goods for exhibitions and fair purposes. ATA Carnet Headquarters, located at the [U.S. Council for International Business](http://www.uscib.org), 1212 Avenue of the Americas, New York, NY, 10036, issues and guarantees the ATA Carnet in the United States. For additional information, please call (212) 354-4480, or send an e-mail to [atacarnet@uscib.org](mailto:atacarnet@uscib.org), or visit <http://www.uscib.org> for details.

**CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating French or Monegasque laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in France or Monaco are strict, and convicted offenders can expect jail sentences and heavy fines. Under the PROTECT Act of April 2003, it is a crime, prosecutable in the U.S., for U.S. citizens or permanent resident aliens to exploit children sexually via pornography, the Internet or other means or to engage in illicit sexual conduct with a person under the age of 18 in a foreign country, regardless of whether there was intent.

**CURRENCY:** The official unit of currency in France and Monaco is the Euro.

**EMERGENCY NUMBERS:** The emergency numbers in France for police, fire, and medical assistance are as follows: 17 (police emergency), 18 (fire department) and 15 (emergency medical/paramedic team/ambulance). In Monaco, the numbers are 17 (police emergency), 18 (fire department) and 9375-2525 (medical/paramedic team/ambulance).

**CHILDREN'S ISSUES:** For [information on international adoption of children and international parental child abduction](http://travel.state.gov/children's_issues.html), please refer to our Internet site at [http://travel.state.gov/children's\\_issues.html](http://travel.state.gov/children's_issues.html) or telephone the Office of Overseas Citizens Services at 1-888-407-4747. This number is available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays). Callers who are unable to use toll-free numbers, such as those calling from overseas, may obtain information and assistance during these hours by calling 1-317-472-2328.

**REGISTRATION/EMBASSY AND CONSULATE LOCATIONS:** Americans living in or visiting France or Monaco are encouraged to register at the Consular Section of the U.S. Embassy in Paris or the nearest Consulate and to obtain updated information on travel and security within France and Monaco.

The Consular Section of the U.S. Embassy in Paris is located at 2 Rue St. Florentin, 75001 Paris (Place de La Concorde, Metro Stop Concorde), tel. 011-33-1-43-12-22-22 or (in France ) 01-43-12-22-22; fax 011-33-1-42-61-61-40. Further information can be obtained at the [U.S. Embassy's web site](http://www.amb-usa.fr) at <http://www.amb-usa.fr>.

The Consulate General in Marseille is located at Place Varian Fry, 13086 Marseille, tel. 011-33-4-91-54-92-00, ext. 304, or (in France) 04-91-54-92-00, ext. 304; fax 011-33-4-91-55-09-47.

The Consulate General in Strasbourg is located at 15 Avenue d'Alsace, 67082 Strasbourg, tel. 011-33-3-88-35-31-04 or (in France) 03-88-35-31-04; fax 011-33-3-88-24-06-95. The Consulate General in Strasbourg does not produce passports on the premises. American citizens in this area whose passports are lost or stolen and who have urgent travel needs should contact the U.S. Embassy in Paris.

The Consular Agency in Nice is located at 7, Avenue Gustave V, 3rd floor, 06000 Nice, tel. 011-33-4-93-88-89-55 or (in France) 04-93-88-89-55; fax 011-33-4-93-87-07-38.

The U.S. Government also has consular representation in Bordeaux, Lille, Lyon, Rennes, and Toulouse that provide some services to Americans, by appointment only.

The post in Bordeaux is located at CCIB, 10, place de la Bourse, 33076 Bordeaux; tel. 011-33-5-56-48-63-80 or 05-56-48-63-80 in France; fax: 011-33-5-56-96-50-59.

The post in Lille is located at 107, rue Royale, 59800 Lille; tel. 011-33-3-28-04-25-00 or 03-28-04-25-00 in France; fax: 011-33-3-20-74-88-23.

The post in Lyon is located at 1, quai Jules Courmont, 69002 Lyon; tel. 011-33-4-78-38-36-88 or 04-78-38-36-88 in France; fax: 011-33-4-72-41-71-81.

The post in Rennes is located at 30, quai Duguay.Trouin, 35000 Rennes; tel. 011-33-2-23-44-09-60 or 02-23-44-09-60 in France; fax: 011-33-2-99-35-00-92.

The post in Toulouse is located at 25, Allee Jean Jaures, 31000 Toulouse; tel. 011-33-5-34-41-36-50 or 05-34-41-36-50 in France; fax: 011-33-5-34-41-16-19.

\* \* \*

This replaces the Consular Information Sheet for France and Monaco dated November 14, 2003, to update the sections on Safety and Security, Crime, Criminal Penalties, and Registration/Embassy and Consulate Locations.

# Bureau of European and Eurasian Affairs

## February 2004

### Background Note: France

#### OFFICIAL NAME:

[French Republic](#)

#### Geography

Area: 551,670 sq. km. (220,668 sq. mi.); largest west European country, about four-fifths the size of Texas.

Cities: *Capital*--Paris. *Other cities*--Marseille, Lyon, Toulouse, Strasbourg, Nice, Rennes, Lille, Bordeaux.

Terrain: Varied.

Climate: Temperate; similar to that of the eastern U.S.

#### People

Nationality: *Adjective*--French.

Population (June 2002 est.): 59.3 million.

Annual growth rate (2001): 0.37%.

Ethnic groups: Celtic and Latin with Teutonic, Slavic, North African, Sub-Saharan African, Indochinese, and Basque minorities.

Religion: Roman Catholic 90%.

Language: French.

Education: *Years compulsory*--10. *Literacy*--99%. Health: Infant mortality rate--4.46/1,000.

Work force (25 million): *Services*--71%; *industry and commerce*--26%; *agriculture*--3%.

#### Government

Type: Republic.

Constitution: September 28, 1958.

Branches: *Executive*--president (chief of state); prime minister (head of government). *Legislative*--bicameral Parliament (577-member National Assembly, 319-member Senate). *Judicial*--Court of Cassation (civil and criminal law), Council of State (administrative court), Constitutional Council (constitutional law).

Subdivisions: 22 administrative regions containing 96 departments (metropolitan France). Four overseas departments (Guadeloupe, Martinique, French Guiana, and Reunion); five overseas territories (New Caledonia, French Polynesia, Wallis and Futuna Islands, and French Southern and Antarctic Territories); and two special status territories (Mayotte and St. Pierre and Miquelon).

Political parties: Union for a Popular Majority (UMP) [a new coalition of center-right parties, among which are Rally for the Republic (Gaullists/conservatives) and Liberal Democracy]; Union for French Democracy (a center-right conglomerate of smaller parties); Socialist Party; Communist Party; National Front; Greens; various minor parties.

Suffrage: Universal at 18.

## **Economy**

GDP (2003 estimate, PPP): \$1.65 trillion.

Avg. annual growth rate (2003 estimate): 0.2%.

Per capita GDP: \$27,200 (2002).

Agriculture: *Products*--grains (wheat, barley, corn); wines and spirits; dairy products; sugarbeets; oilseeds; meat and poultry; fruits and vegetables.

Industry: *Types*--aircraft, electronics, transportation, textiles, clothing, food processing, chemicals, machinery, steel.

Trade (est.): *Exports* (2002)--\$309.8 billion: aircraft, automobile spare parts, pharmaceuticals, electronic components, wine, electricity. *Imports* (2001)--\$ 308.3 billion: crude oil, automobiles and automobile spare parts, natural gas, pharmaceuticals, electronics, aircraft spare parts. *Major trading partners*--EU, U.S., Japan.

## **PEOPLE**

Since prehistoric times, France has been a crossroads of trade, travel, and invasion. Three basic European ethnic stocks--Celtic, Latin, and Teutonic (Frankish)--have blended over the centuries to make up its present population. France's birth rate was among the highest in Europe from 1945 until the late 1960s. Since then, its birth rate has fallen but remains higher than that of most other west European countries. Traditionally, France has had a high level of immigration. About 90% of the people are Roman Catholic, 7% Muslim, less than 2% Protestant, and about 1% Jewish. More than 1 million Muslims immigrated in the 1960s and early 1970s from North Africa, especially Algeria. In mid-2002, there were between 4 and 6 million persons of Arab descent living in France.

Education is free, beginning at age 2, and mandatory between ages 6 and 16. The public education system is highly centralized. Private education is primarily Roman Catholic. Higher education in France began with the founding of the University of Paris in 1150. It now consists of 91 public universities and 175 professional schools, such as the post-graduate Grandes Ecoles.

The French language derives from the vernacular Latin spoken by the Romans in Gaul, although it includes many Celtic and Germanic words. French has been an international language for centuries and is a common second language throughout the world. It is one of five official languages at the United Nations. In Africa, Asia, the Pacific, and the West Indies, French has been a unifying factor, particularly in those countries where it serves as the only common language among a variety of indigenous languages and dialects.

## **HISTORY**

France was one of the earliest countries to progress from feudalism to the nation-state. Its monarchs surrounded themselves with capable ministers, and French armies were among the most innovative, disciplined, and professional of their day.

During the reign of Louis XIV (1643-1715), France was the dominant power in Europe. But overly ambitious projects and military campaigns of Louis and his successors led to chronic financial problems in the 18th century. Deteriorating economic conditions and popular resentment against the complicated system of privileges granted the nobility and clerics were among the principal causes of the French Revolution (1789-94). Although the revolutionaries advocated republican and egalitarian principles of government, France reverted to forms of absolute rule or constitutional monarchy four times--the Empire of Napoleon, the Restoration of Louis XVIII, the reign of Louis-Philippe, and the Second Empire of Napoleon III. After the Franco-Prussian War (1870), the Third Republic was established and lasted until the military defeat of 1940.



World War I (1914-18) brought great losses of troops and materiel. In the 1920s, France established an elaborate system of border defenses (the Maginot Line) and alliances to offset resurgent German strength. France was defeated early in World War II, however, and was occupied in June 1940. The German victory left the French groping for a new policy and new leadership suited to the circumstances. On July 10, 1940, the Vichy government was established. Its senior leaders acquiesced in the plunder of French resources, as well as the sending of French forced labor to Germany; in doing so, they claimed they hoped to preserve at least some small amount of French sovereignty.

The German occupation proved quite costly, however, as a full one-half of France's public sector revenue was appropriated by Germany. After 4 years of occupation and strife, Allied forces liberated France in 1944. A bitter legacy carries over to the present day.

France emerged from World War II to face a series of new problems. After a short period of provisional government initially led by Gen. Charles de Gaulle, the Fourth Republic was set up by a new constitution and established as a parliamentary form of government controlled by a series of coalitions. The mixed nature of the coalitions and a consequent lack of agreement on measures for dealing with Indochina and Algeria caused successive cabinet crises and changes of government.

Finally, on May 13, 1958, the government structure collapsed as a result of the tremendous opposing pressures generated in the divisive Algerian issue. A threatened coup led the Parliament to call on General de Gaulle to head the government and prevent civil war. He became prime minister in June 1958 (at the beginning of the Fifth Republic) and was elected president in December of that year.

Seven years later, in an occasion marking the first time in the 20th century that the people of France went to the polls to elect a president by direct ballot, de Gaulle won re-election with a 55% share of the vote, defeating François Mitterrand. In April 1969, President de Gaulle's government conducted a national referendum on the creation of 21 regions with limited political powers. The government's proposals were defeated, and de Gaulle subsequently resigned. Succeeding him as president of France have been Gaullist Georges Pompidou (1969-74), Independent Republican Valéry Giscard d'Estaing (1974-81), Socialist François Mitterrand (1981-95), and neo-Gaullist Jacques Chirac (first elected in spring 1995 and reelected in 2002).

While France continues to revere its rich history and independence, French leaders are increasingly tying the future of France to the continued development of the European Union. During President Mitterrand's tenure, he stressed the importance of European integration and advocated the ratification of the Maastricht Treaty on European economic and political union, which France's electorate narrowly approved in September 1992. President Jacques Chirac assumed office May 17, 1995, after a campaign focused on the need to combat France's stubbornly high unemployment rate.

The center of domestic attention soon shifted, however, to the economic reform and belt-tightening measures required for France to meet the criteria for Economic and Monetary Union (EMU) laid out by the Maastricht Treaty. In late 1995, France experienced its worst labor unrest in at least a decade, as employees protested government cutbacks. On the foreign and security policy front, Chirac took a more assertive approach to protecting French peacekeepers in the former Yugoslavia and helped promote the peace accords negotiated in Dayton and signed in Paris in December 1995. The French have been one of the strongest supporters of NATO and EU policy in Kosovo and the Balkans. In the aftermath of the September 11 attacks in the U.S., France played a central role in the war on terrorism. French forces, including the Charles de Gaulle carrier battle group, participated in



Operation Enduring Freedom. French troops also took part in the International Security Assistance Force (ISAF) for Afghanistan. See Political Conditions for most recent election.

## **GOVERNMENT**

The constitution of the Fifth Republic was approved by public referendum on September 28, 1958. It greatly strengthened the authority of the executive in relation to Parliament. Under the constitution, presidents have been elected directly for a 7-year term since 1958. Beginning in 2002, the term of office is now 5 years. Presidential arbitration assures regular functioning of the public powers and the continuity of the state. The president names the prime minister, presides over the cabinet, commands the armed forces, and concludes treaties.

The president may submit questions to a national referendum and can dissolve the National Assembly. In certain emergency situations, the president may assume full powers. Besides the president, the other main component of France's executive branch is the cabinet. Led by a prime minister, who is the head of government, the cabinet is composed of a varying number of ministers, ministers-delegate, and secretaries of state. Parliament meets for one 9-month session each year. Under special circumstances an additional session can be called by the president.

Although parliamentary powers are diminished from those existing under the Fourth Republic, the National Assembly can still cause a government to fall if an absolute majority of the total Assembly membership votes to censure. The Parliament is bicameral with a National Assembly and a Senate. The National Assembly is the principal legislative body. Its deputies are directly elected to 5-year terms, and all seats are voted on in each election. Senators are chosen by an electoral college and, under new rules passed in 2003 to shorten the term, serve for six years, with one-half of the Senate being renewed every three years. (As a transitional measure in 2004, 62 Senators will be elected to 9-year terms, while 61 will be elected to 6-year terms; subsequently, all terms will be six years.)”The Senate's legislative powers are limited; the National Assembly has the last word in the event of a disagreement between the two houses. The government has a strong influence in shaping the agenda of Parliament. The government also can declare a bill to be a question of confidence, thereby linking its continued existence to the passage of the legislative text; unless a motion of censure is introduced and voted, the text is considered adopted without a vote.

The most distinctive feature of the French judicial system is that it is divided into the Constitutional Council and the Council of State. The Constitutional Council examines legislation and decides whether it conforms to the constitution. Unlike the U.S. Supreme Court, it considers only legislation that is referred to it by Parliament, the prime minister, or the president; moreover, it considers legislation before it is promulgated. The Council of State has a separate function from the Constitutional Council and provides recourse to individual citizens who have claims against the administration. The Ordinary Courts--including specialized bodies such as the police court, the criminal court, the correctional tribunal, the commercial court, and the industrial court--settle disputes that arise between citizens, as well as disputes that arise between citizens and corporations. The Court of Appeals reviews cases judged by the Ordinary Courts.

Traditionally, decision-making in France has been highly centralized, with each of France's departments headed by a prefect appointed by the central government. In 1982, the national government passed legislation to decentralize authority by giving a wide range of administrative and fiscal powers to local elected officials. In March 1986, regional councils were directly elected for the first time, and the process of decentralization continues, albeit at a slow pace.

## **Principal Government Officials**

President--Jacques Chirac

Prime Minister--Jean-Pierre Raffarin

Ambassador to the United States--Jean-David Levitte

Ambassador to the United Nations--Jean-Marc Rochereau de la Sablière

France maintains an [embassy](#) in the U.S. at 4101 Reservoir Rd. NW, Washington, DC 20007 (tel. 202-944-6000).

## **POLITICAL CONDITIONS**

President Jacques Chirac and his center-right coalition won the May 2002 elections. Chirac was first elected in 1995, and his party, the RPR, won an absolute majority in the National Assembly (470 out of 577 seats). During his first 2 years in office President Chirac's prime minister was Alain Juppé, who served contemporaneously as leader of Chirac's neo-Gaullist Rally for the Republic (RPR) Party. However, during the legislative elections of 1997, the left won a majority in the Assembly, and Juppé was subsequently replaced by Socialist Lionel Jospin. This right-left "cohabitation" arrangement, which ended with Jospin's resignation following his defeat in the first round of the May 2002 presidential elections, was the longest lasting government in the history of the Fifth Republic.

During Chirac's first term, a referendum was passed changing the presidential term of office from 7 to 5 years. This change means that, henceforth, presidential and legislative elections could take place at nearly the same time. As expected, in the second round of the presidential election on May 5th, 2002, Jacques Chirac comfortably defeated Jean-Marie Le Pen, a veteran leader of the far-right National Front. Mr. Chirac won by the largest margin (82% to 19%) ever recorded in the second round of a French presidential election; at the same time, abstention reached a record level of 20%.

The ensuing legislative elections proved to be a victory for the center-right and a reversal of the 1997 elections. The center-right coalition party led by both Chirac and a resurgent Juppé--Union for a Presidential Majority (UMP)--won 399 out of 577 seats in the National Assembly, thereby securing for Chirac and his party a majority in the government. Jean-Pierre Raffarin, whom Chirac had named as interim Prime Minister in May, was confirmed. Meanwhile, the combined left, which had previously held 320 seats, took only 178, including 154 for the Socialists (PS), 21 for the Communists (PCF), and three for the Greens. The extreme-right National Front, despite the second-place finish of its leader Le Pen in the April/May presidential election, won no seats. Abstention at 39% set a new record. The UMP was rechristened the Union for a Popular Movement following the legislative elections.

During the election campaign, President Chirac's team made pledges on reforms which could diminish the high level of overall structural unemployment. Experts also have called on France to reduce government spending, the budget deficit, and public debt, and to allow flexibility in the implementation of the 35-hour work week. Mounting pressure for short- and long-term reforms include more labor-market flexibility, less taxation, and an improved business climate, including further privatization and liberalization. French and EU analysts stress that longer term measures must focus on reducing the future burden of ballooning public pension and health care budgets, as well as reducing labor-related taxes.

## **ECONOMY**

With a GDP of \$1.6 trillion, France is the fourth-largest Western industrialized economy. It has substantial agricultural resources, a large industrial base, and a highly skilled work force. A dynamic services sector accounts for an increasingly large share of economic activity (71% in 2002) and is

responsible for nearly all job creation in recent years. GDP growth was 0.2% in 2003, after two years of steady decline from 4.2% in 2000.

Government economic policy aims to promote investment and domestic growth in a stable fiscal and monetary environment. Creating jobs and reducing the high unemployment rate through recovery-supportive policy has been a top priority. The Government of France successfully reduced an unemployment rate of 12% to 8.7%, in the late 1990s, but has seen unemployment increase to 9.5% in 2003. France joined 10 other European Union countries in adopting the euro as its currency in January 1999. Since then, monetary policy has been set by the European Central Bank in Frankfurt. On January 1, 2002, France, along with the other countries of the Euro zone, dropped its national currency in favor of Euro bills and coins.

Despite significant reform and privatization over the past 15 years, the government continues to control a large share of economic activity: Government spending, at 53.5% of GDP in 2002, is among the highest in the G-7. Regulation of labor and product markets is pervasive. The government continues to own shares in corporations in a range of sectors, including banking, energy production and distribution, automobiles, transportation, and telecommunications.

Legislation passed in 1998 shortened the legal work week from 39 to 35 hours for most employees effective January 1, 2000. Recent assessments of the impact of work week reduction on growth and jobs have generally concluded that the goal of job creation was not met. The current administration is introducing increasing flexibility into the law, returning the country to a de facto (if not de jure) 39-hour work week in the private sector.

France has been very successful in developing dynamic telecommunications, aerospace, and weapons sectors. With virtually no domestic oil production, France has relied heavily on the development of nuclear power, which now accounts for about 80% of the country's electricity production. Nuclear waste is stored on site at reprocessing facilities.

Membership in France's labor unions accounts for less than 10% of the private sector work force and is concentrated in the manufacturing, transportation, and heavy industry sectors. Most unions are affiliated with one of the competing national federations, the largest and most powerful of which are the communist-dominated General Labor Confederation (CGT), the Workers' Force (FO), and the French Democratic Confederation of Labor (CFDT).

## **Trade**

France is the second-largest trading nation in western Europe (after Germany). After experiencing a modest surplus in its foreign trade balance in 2001, France ran an exceptional \$9.6 billion surplus in 2002 due to a 3.5 percent decline in imports, only partially offset by a 1.5 percent decrease in exports. Total trade for 2001 amounted to \$618.1 billion, over one-third of GDP. Trade with EU countries accounts for 60% of French trade.

In 2002, U.S.-France trade in goods and services totaled some \$60 billion. According to French trade data, U.S. exports accounted for 7.9% of France's total imports. U.S. industrial chemicals, aircraft and engines, electronic components, telecommunications, computer software, computers and peripherals, analytical and scientific instrumentation, medical instruments and supplies, broadcasting equipment, and programming and franchising are particularly attractive to French importers.

Principal French exports to the United States are aircraft and engines, beverages, electrical equipment, chemicals, cosmetics, and luxury products. France is the ninth-largest trading partner of the United States.

## **Agriculture**

France is the European Union's leading agricultural producer, accounting for about one-third of all agricultural land within the EU. Northern France is characterized by large wheat farms. Dairy products, pork, poultry, and apple production are concentrated in the western region. Beef production is located in central France, while the production of fruits, vegetables, and wine ranges from central to southern France. France is a large producer of many agricultural products and is expanding its forestry and fishery industries. The implementation of the Common Agricultural Policy (CAP) and the Uruguay Round of the GATT Agreement resulted in reforms in the agricultural sector of the economy. Continued revision of the CAP and potential reforms under a still to-be-negotiated Doha round of WTO may further change French agriculture.

France is the world's second-largest agricultural producer, after the United States. However, the destination of 70% of its exports is other EU member states. Wheat, beef, pork, poultry, and dairy products are the principal exports. The United States, although the second-largest exporter to France, faces stiff competition from domestic production, other EU member states, and third countries. U.S. agricultural exports to France, totaling some \$600 million annually, consist primarily of soybeans and products, feeds and fodders, seafood, and consumer oriented products, especially snack foods and nuts. French agricultural exports to the United States are mainly cheese, processed products, and wine. They amount to more than \$900 million annually.

## **FOREIGN RELATIONS**

A charter member of the United Nations, France holds one of the permanent seats in the Security Council and is a member of most of its specialized and related agencies.

### **Europe**

France is a leader in Western Europe because of its size, location, strong economy, membership in European organizations, strong military posture, and energetic diplomacy. France generally has worked to strengthen the global economic and political influence of the EU and its role in common European defense. It views Franco-German cooperation and the development of a European Security and Defense Identity (ESDI) with other EU members, as the foundation of efforts to enhance European security.

### **Middle East Peace**

France supports Quartet (US-EU-Russia-UN) efforts to implement the the Middle East Road Map. France supports the establishment of a Palestinian state and the withdrawal of Israel from all occupied territories. Recognizing the need for a comprehensive peace agreement, France supports the involvement of all Arab parties and Israel in a multilateral peace process. France has been active in promoting a regional economic dialogue and has played an active role in providing assistance to the Palestinian Authority. France opposed the use of force in Iraq in March 2003 and did not join the US-led coalition that liberated the country from the dictatorial rule of Saddam Hussein. France contributed in part to the 230 million euro EU contribution to Iraq reconstruction in 2003, and has suggested possible additional assistance, in the form of police training and debt relief, after formation of a sovereign Iraqi government.

### **Africa**

France plays a significant role in Africa, especially in its former colonies, through extensive aid programs, commercial activities, military agreements, and cultural impact. In those former colonies where the French presence remains important, France contributes to political, military, and social stability. France maintains permanent military bases in Chad, Cote d'Ivoire, Djibouti, Gabon and Senegal. France deployed military forces to Cote d'Ivoire in 2002 and to Central African Republic in 2003 to address crisis in both countries and, with EU partners, led an international military operation to the Democratic Republic of the Congo in 2003.

## **Asia**

France has extensive political and commercial relations with Asian countries, including China, Japan, and Southeast Asia as well as an increasing presence in regional fora. France is seeking to broaden its commercial presence in China and will pose a competitive challenge to U.S. business, particularly in aerospace, high-tech, and luxury markets. In Southeast Asia, France was an architect of the 1991 Paris Accords, which ended the conflict in Cambodia.

## **Latin America**

France supports strengthening democratic institutions in Latin America. It endorses the ongoing efforts to restore democracy to Haiti and seeks to expand its trade relations with all of Latin America.

## **Security Issues**

French military doctrine is based on the concepts of national independence, nuclear deterrence, and military sufficiency. France is a founding member of the North Atlantic Treaty Organization (NATO), and has worked actively with Allies to adapt NATO--internally and externally--to the post-Cold War environment. In December 1995, France announced that it would increase its participation in NATO's military wing, including the Military Committee (the French withdrew from NATO's military bodies in 1966 while remaining full participants in the alliance's political councils). France remains a firm supporter of the Organization for Security and Cooperation in Europe (OSCE) and other efforts at cooperation.

Outside of NATO, France has actively and heavily participated in recent peacekeeping/coalition efforts in Africa, the Middle East, and the Balkans, often taking the lead in these operations. France has undertaken a major restructuring to develop a professional military that will be smaller, more rapidly deployable and better tailored for operations outside of mainland France. Key elements of the restructuring include reducing personnel, bases, and headquarters and rationalizing equipment and the armament industry. French active-duty military at the beginning of 2001 numbered about 437,573, of which nearly 39,000 were assigned outside of metropolitan France. France completed the move to all-professional armed forces when conscription ended on December 31, 2002.

France places a high priority on arms control and non-proliferation. After conducting a final series of six nuclear tests, the French signed the Comprehensive Test Ban Treaty in 1996. France has implemented a moratorium on the production, export, and use of anti-personnel landmines and supports negotiations leading toward a universal ban. The French are key players in the adaptation of the Treaty on Conventional Armed Forces in Europe to the new strategic environment.

France is an active participant in the major supplier regimes designed to restrict transfer of technologies that could lead to proliferation of weapons of mass destruction: the Nuclear Suppliers Group, the Australia Group (for chemical and biological weapons), the Non-Proliferation Treaty, and the Missile Technology Control Regime. France participates actively in the Proliferation Security Initiative, and is engaged with the US, both bilaterally and at the IAEA and OPCW, to curb NBC proliferation from the DPRK, Iran, Libya and elsewhere. France has signed and ratified the Chemical Weapons Convention.

## **U.S.-FRENCH RELATIONS**

Relations between the United States and France are active and cordial. Mutual visits by high-level officials are conducted frequently. Bilateral contact at the cabinet level has traditionally been active. France and the United States share common values and have parallel policies on most political, economic, and security issues. Differences are discussed frankly and have not generally been allowed to impair the pattern of close cooperation that characterizes relations between the two countries.

## Principal U.S. Embassy Officials

Ambassador--[Howard H. Leach](#)

Deputy Chief of Mission--Alejandro D. Wolff

Minister-Counselor for Political Affairs--Sharon A. Wiener (*as of 07/08/04 Josiah B. Rosenblatt*)

Minister-Counselor for Economic Affairs--Thomas J. White

Minister-Counselor for Commercial Affairs--Robert Kohn (*as of 08/21/04 Robert Connan*)

Minister-Counselor for Consular Affairs--Donald Wells

Minister-Counselor for Administrative Affairs--Howard (Kerry) Wiener (*as of 07/04/04 Elizabeth J. Agnew*)

Minister-Counselor for Public Affairs--Renee Earle

Defense Attache--Col. Ralph R. Steinke

Counselor for Scientific and Technological Affairs--Raymond Clore (*as of 07/16/04 Robert W. Dry*)

### *Consuls General*

Consulate General, Marseille--Leslie McBee

Consulate General, Strasbourg--Christopher Davis

Consul, APP Lyon-- Angie Bryan

Consul, APP Toulouse--Judy Ebner

Consul, APP Rennes--Gary Clements

Consul, APP Bordeaux--Nancy Cooper (*as of September 2004 J. Brinton Rowdybush*)

Consul, APP Lille--Richard Huckaby

The [U.S. Embassy](#) in France is located at 2 Avenue Gabriel, Paris 8 (tel. [33] (1) 4312-2222). The United States also is represented in Paris by its mission to the Organization for Economic Cooperation and Development (OECD).

## TRAVEL AND BUSINESS INFORMATION

The U.S. Department of State's Consular Information Program provides Consular Information Sheets, Travel Warnings, and Public Announcements. **Consular Information Sheets** exist for all countries and include information on entry requirements, currency regulations, health conditions, areas of instability, crime and security, political disturbances, and the addresses of the U.S. posts in the country. **Travel Warnings** are issued when the State Department recommends that Americans avoid travel to a certain country. **Public Announcements** are issued as a means to disseminate information quickly about terrorist threats and other relatively short-term conditions overseas which pose significant risks to the security of American travelers. Free copies of this information are available by calling the Bureau of Consular Affairs at 202-647-5225 or via the fax-on-demand system: 202-647-3000. Consular Information Sheets and Travel Warnings also are available on the Consular Affairs Internet home page: <http://travel.state.gov>.

Consular Affairs Tips for Travelers publication series, which contain information on obtaining passports and planning a safe trip abroad are on the internet and hard copies can be purchased from the Superintendent of Documents, U.S. Government Printing Office, telephone: 202-512-1800; fax 202-512-2250.

Emergency information concerning Americans traveling abroad may be obtained from the Office of Overseas Citizens Services at (202) 647-5225. For after-hours emergencies, Sundays and holidays, call 202-647-4000.

The National Passport Information Center (NPIC) is the U.S. Department of State's single, centralized public contact center for U.S. passport information. Telephone: 1-877-4USA-PPT (1-877-487-2778). Customer service representatives and operators for TDD/TTY are available Monday-Friday, 8:00 a.m. to 8:00 p.m., Eastern Time, excluding federal holidays.

Travelers can check the latest health information with the U.S. Centers for Disease Control and Prevention in Atlanta, Georgia. A hotline at 877-FYI-TRIP (877-394-8747) and a web site at <http://www.cdc.gov/travel/index.htm> give the most recent health advisories, immunization recommendations or requirements, and advice on food and drinking water safety for regions and countries. A booklet entitled Health Information for International Travel (HHS publication number CDC-95-8280) is available from the U.S. Government Printing Office, Washington, DC 20402, tel. (202) 512-1800.

Information on travel conditions, visa requirements, currency and customs regulations, legal holidays, and other items of interest to travelers also may be obtained before your departure from a country's embassy and/or consulates in the U.S. (for this country, see "Principal Government Officials" listing in this publication).

U.S. citizens who are long-term visitors or traveling in dangerous areas are encouraged to register at the Consular section of the U.S. embassy upon arrival in a country by filling out a short form and sending in a copy of their passports. This may help family members contact you in case of an emergency.

#### **Further Electronic Information**

**Department of State Web Site.** Available on the Internet at <http://state.gov>, the Department of State web site provides timely, global access to official U.S. foreign policy information, including [Background Notes](#); [daily press briefings](#); [Country Commercial Guides](#); directories of key officers of Foreign Service posts and more. .

**National Trade Data Bank (NTDB).** Operated by the U.S. Department of Commerce, the NTDB contains a wealth of trade-related information. It is available on the Internet ([www.stat-usa.gov](http://www.stat-usa.gov)) and on CD-ROM. Call the NTDB Help-Line at (202) 482-1986 for more information.

## Principal U.S. Embassy Officials

Ambassador – Howard H. Leach

Deputy Chief of Mission – Alejandro D. Wolff

Minister-Counselor for Political Affairs – Sharon A. Wiener (*as of 07/08/04 Josiah B. Rosenblatt*)

Minister-Counselor for Economic Affairs – Thomas J. White

Minister-Counselor for Commercial Affairs – Robert A. Kohn (*as of 08/21/04 Robert Connan*)

Minister-Counselor for Consular Affairs – Donald E. Wells

Minister-Counselor for Administrative Affairs – Howard Kerry Wiener (*as of 07/04/04 Elizabeth J. Agnew*)

Minister-Counselor for Public Affairs – Renee Earle

Defense Attache – Acting Col. Ralph R. Steinke, USA

Counselor for Scientific and Technological Affairs – Raymond E. Clore (*as of 07/16/04 Robert W. Dry*)

### Consuls General

Consulate General, Marseille – Leslie W. McBee

Consulate General, Strasbourg – Christopher R. Davis

### American Presence Posts

Consul, APP Lyon – Angie Bryan

Consul, APP Toulouse – Judy R. Ebner

Consul, APP Rennes – Gary A. Clements

Consul, APP Bordeaux – Nancy Cooper (*as of September 2004 J. Brinton Rowdybush*)

Consul, APP Lille – Richard W. Huckaby

The U.S. Embassy in France is located at 2 Avenue Gabriel, Paris 8 (tel. [33] (1) 43 12 22 22). The United States also is represented in Paris by its mission to the Organization for Economic Cooperation and Development (OECD).

*July 2004*



## TRAVEL ADVISORIES AND INFORMATION

The U.S. Department of State's Consular Information Program provides Consular Information Sheets, Travel Warnings, and Public Announcements.

**Consular Information Sheets** exist for all countries and include information on entry requirements, currency regulations, health conditions, areas of instability, crime and security, political disturbances, and the addresses of the U.S. posts in the country. See pages 32-37 of this guide for the current Consular Information Sheet on France and Monaco.

**Consular Information Sheets** are available for every country of the world. They include such information as location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security." Consular Information Sheets and Travel Warnings also are available on the Consular Affairs Internet home page: [www.travel.state.gov](http://www.travel.state.gov). Consular Affairs Tips for Travelers publication series, which contain information on obtaining passports and planning a safe trip abroad are on the internet and hard copies can be purchased from the Superintendent of Documents, U.S. Government Printing Office, telephone: (202) 783-3238.

**Travel Warnings** are issued when the State Department recommends that Americans avoid travel to a certain country.

**Public Announcements** are issued as a means to disseminate information quickly about terrorist threats and other relatively short-term conditions overseas which pose significant risks to the security of American travelers. Free copies of this information are available by calling the Bureau of Consular Affairs at 202-647-5225 or via the fax-on-demand system: 202-647-3000. Consular Information Sheets and Travel Warnings also are available on the Consular Affairs Internet home page: <http://travel.state.gov>. Consular Affairs Tips for Travelers publication series, which contain information on obtaining passports and planning a safe trip abroad are on the internet and hard copies can be purchased from the Superintendent of Documents, U.S. Government Printing Office, telephone: 202-512-1800; fax 202-512-2250.

**Emergency information** concerning Americans traveling abroad may be obtained from the Office of Overseas Citizens Services at (202) 647-5225. For after-hours emergencies, Sundays and holidays, call 202-647-4000.

**Passport information** can be obtained by calling the National Passport Information Center's automated system (\$.35 per minute) or live operators 8 a.m. to 8 p.m. (EST) Monday-Friday (\$1.05 per minute). The number is 1-900-225-5674 (TDD: 1-900-225-7778). Major credit card users (for a flat rate of \$4.95) may call 1-888-362-8668 (TDD: 1-888-498-3648). It also is available on the internet.

Travelers can check the latest health information with the U.S. Centers for Disease Control and Prevention in Atlanta, Georgia. A hotline at 877-FYI-TRIP (877-394-8747) and a web site at <http://www.cdc.gov/travel/index.htm> give the most recent health advisories, immunization recommendations or requirements, and advice on food and drinking water safety for regions and countries. A booklet entitled Health Information for International Travel (HHS publication number CDC-95-8280) is available from the U.S. Government Printing Office, Washington, DC 20402, tel. (202) 512-1800.

Information on travel conditions, visa requirements, currency and customs regulations, legal holidays, and other items of interest to travelers also may be obtained before your departure from a country's embassy and/or consulates in the U.S. (for this country, see "Principal Government Officials" listing in this publication).

U.S. citizens who are long-term visitors or traveling in dangerous areas are encouraged to register at the U.S. embassy upon arrival in a country (see "Principal U.S. Embassy Officials" listing in this publication). This may help family members contact you in case of an emergency.

#### **Further Electronic Information**

**Department of State Web Site.** Available on the Internet at <http://state.gov>, the Department of State web site provides timely, global access to official U.S. foreign policy information, including [Background Notes](#); [daily press briefings](#); [Country Commercial Guides](#); directories of key officers of Foreign Service posts and more.

**National Trade Data Bank (NTDB).** Operated by the U.S. Department of Commerce, the NTDB contains a wealth of trade-related information. It is available on the Internet ([www.stat-usa.gov](http://www.stat-usa.gov)) and on CD-ROM. Call the NTDB Help-Line at (202) 482-1986 for more information.

**If you are an American Citizen residing in France, you may subscribe to the Consular Section's email information system Citizeninfo. Once you subscribe, you will receive the State Department's bulletins, warnings and public announcements, as well as general information from the Consular Section of the Embassy in Paris via email.**

*In order to subscribe to this service, please send your request to:*

**Citizeninfo@state.gov**

**We're on the WEB**

**[www.amb-usa.fr](http://www.amb-usa.fr)**

## MAKING YOUR STAY OFFICIAL IN FRANCE

U.S. citizens planning to enter and visit France as **tourists** do not require a visa and are permitted to remain in the country a maximum of 3 months (90 days.) (See page 57 for Schengen Treaty Member Country requirements.)

Americans planning to stay in France for **more than 3 months**, or for purposes other than tourism, **must have a long-stay visa** (*visa de long séjour*) in their passports on arrival in France. **They must apply for the appropriate long-stay visa issued in the U.S., at the French Consulate having jurisdiction where they reside in the U.S.** (See list of French Consulates in the U.S. on pages 58-59.)

Note: It is not possible for an American to come to France as a tourist and then change his/her status to that of a worker, a student or a resident. The French authorities will require such individuals to return to the U.S. to apply for the appropriate visa. **Bearer of long-stay visas must apply for a Carte de séjour within a week of their arrival** (See pages 60-65 on residence permits. For students see pages 66-68.)

## EMPLOYMENT IN FRANCE

Americans hoping to enter the French labor market are cautioned that it is very difficult to find employment. To be able to work in France, Americans, except for those in special categories (see below,) must have arranged employment approved in advance by the French Ministry of Labor and they must have obtained a long-stay work visa before entering France (see "Visa Requirements for France" on pages 55-59.) The Embassy will not intervene with French Authorities on behalf of American citizens seeking a visa, visa exemption or work permit.

Americans who disregard the visa requirement and apply in France for a work permit are required to leave the country to obtain the appropriate visa at a French consular office in the U.S. Americans should not come to France expecting to find a job and to regularize their status after arrival. Such expectations are unlikely to be fulfilled and personal hardship may result. Most foreigners are not eligible for French Social Security or unemployment benefits. In some cases, individuals may have difficulties with French authorities and may face expulsion from France.

### EMPLOYMENT SITUATION:

Since July 1974 there has been a virtual freeze on the employment of nationals of all countries other than nationals of member countries of the European Union. Unemployment in France is currently at about 9%, and French laws and regulations governing immigration and employment in France are enforced with increasing rigor.

A few categories of Americans in France are in a special position with regard to employment. These are:

- 1) bearers of a carte de résident who have resided in France in that category for ten years;
- 2) spouses of French citizens; and
- 3) students who have studied in France two of the preceding years and who have a parent with four years of residence in France.

Most Americans, however, do not fall into any of these special categories. The only other Americans who have any chance for full-time employment in France are highly skilled technicians and qualified managerial (*cadre*) personnel. Some students can qualify for part-time *au-pair* employment, and other students can qualify for part-time or summer employment. There are also some voluntary collective work programs. Visas for any of these jobs must be obtained before entering France. The Embassy cannot assist Americans to find employment in France, but this information sheet as well as the related ones herein offer some guidance.

## **TEACHING POSITIONS:**

The teaching field in France is largely closed to Americans. Teachers in French public secondary schools and public universities must be French citizens. At the secondary level, the only exceptions are teaching assistants. Public universities can hire foreigners as visiting professors (*Professeurs Associés*) or as *Maîtres de Conférences Associés*, Assistants and *Lecteurs*. The Franco-American Commission for Educational Exchange in Paris (Fulbright Commission) can provide information on openings for visiting lecturers in France and has a general information sheet on "Teaching Positions in France" with useful addresses in both France and the United States. Interested persons may write to:

### **Franco-American Commission for Education Exchange**

9 rue Chardin

75016 Paris

Tel: 01 44 14 53 60

(Educational Advising Center tel: 0 892 68 07 47)

Website: [www.fulbright-france.org](http://www.fulbright-france.org)

e-mail: [cfa@fulbright-france.org](mailto:cfa@fulbright-france.org)

## **OBTAINING THE MINISTRY OF LABOR'S AUTHORIZATION TO WORK:**

An American who finds a prospective employer in France depends on the employer for the initial and essential step of obtaining the authorization of the French Ministry of Labor to hire him/her. This authorization is a prerequisite document for the issuance of a long-stay visa by a French Consul in the U.S.

In Paris, the employer must contact the following office:

### **Ministry of Labor, Service de la Main d'Oeuvre Etrangère**

127 boulevard de la Villette, 75010 Paris / Tel: 01 44 84 42 86

Métro: Jaurès or Stalingrad

Hours: 9 a.m – 11:30 a.m. / 1:30 p.m. – 4:30 p.m.

U.S. citizens must inform their prospective employers as to which French Consulate in the U.S. they will apply for a visa so the authorization from the Ministry of Labor can be sent to that office. After the visa has been issued and the American enters France, he/she must apply at the Préfecture de Police, in Paris or at the local Préfecture elsewhere, for a *carte de séjour*. (see info on "Residence Permits") (*Cartes de séjour*.)

**Franco-American agreement on training (*convention de stages*):**

There is a reciprocal agreement between France and the United States on exchange training programs for young workers with a minimum of one-year experience and a written job offer. The contracts are only for durations of three to eighteen months. For more information on this program, please contact directly the *Espace Employé international* at the ANPE in France (French National Unemployment Agency) at Tel: 01-53-02-25-50, E-mail: [stageseei.omi@anpe.fr](mailto:stageseei.omi@anpe.fr)

**Employment with American firms in France:**

The Embassy has no information on employment opportunities with private firms in France. A detailed list, "American Firms in France", is available at the:

**American Chamber of Commerce in France**

156 Boulevard Haussmann

75008 Paris

Tel: 01-56 43 45 67

Website: [www.amchamfrance.org](http://www.amchamfrance.org)

Email: [amchamfrance@amchamfrance.org](mailto:amchamfrance@amchamfrance.org)

The Chamber of Commerce itself does not handle inquiries on employment opportunities.

**Establishing a business in France:**

Americans considering establishing a business in France can begin by contacting the Commercial Counselor at the nearest French Consulate in the United States for information and guidance. Interested Americans may also write to: American Embassy, Commercial Affairs Section, 2 Av. Gabriel, 75382 Paris Cedex 08

**EMPLOYMENT AT THE UNITED STATES EMBASSY:**

Under certain conditions, the Embassy recruits American citizens locally. For further information, please contact the Office of Human Resources directly, Tel: 01 43 12 25 74.

*THE FOLLOWING INFORMATION PERTAINS TO EMPLOYMENT OF U.S. CITIZENS WITHIN THE EMBASSY, USOECD AND THE CONSULATES. PLEASE NOTE THAT, DUE TO THE CURRENT FISCAL CLIMATE, EMPLOYMENT OPPORTUNITIES ARE LIMITED.*

**How to apply:**

To be eligible for any employment in the Embassy, applicants must be in possession of a **valid 10-year French Work Permit** or, if you have dual citizenship, a French Identity Card. As a Diplomatic Mission, the Embassy is unable to assist in obtaining work permits from the French Government. For certain positions preference is given to those in possession of a current Security Clearance issued by a United States Government Agency.

To apply for Embassy employment please send the following documents to Office of Human Resources, American Embassy, 2 avenue Gabriel 75382 Paris Cédex 08: a letter describing your area of interest, a current CV, a copy of **both sides** of a **valid 10-year French Work Permit or French Identity Card**, a copy of your U.S. passport and, if applicable, a copy of your current security clearance. Due to limited staffing, we are unable to give descriptions of jobs over the telephone and we cannot acknowledge receipt of applications. Applicants who wish to receive an acknowledgment of receipt should either send their application by registered mail with return receipt or enclose a stamped, self-addressed envelope. Successful applicants will be notified when employment in their area of interest is available. Applications will be kept on file for one year.

### **The Hiring Process:**

When all of the above requirements are met **and** you meet the qualifications for a vacant position you will be contacted. If you are selected for a position a background investigation will be conducted by the Bureau of Diplomatic Security which could take up to 120 days for nonsensitive positions and 180 days for sensitive positions. The investigative period is ten years from the date of application or from the applicant's 18th birthday, whichever is less. The following will be included in the investigation: Personal Interview; Education; Employment; One Reference; Three Developed Sources; Neighborhoods) Local Law Enforcement Agencies; Other Public Records (includes tax records.) Once the above investigation has been successfully completed the appropriate security clearance will be issued and employment will commence.

### **Employment as a Foreign Service Officer:**

Those interested in becoming Foreign Service Officers should write to the Board of Examiners for the Foreign Service, Box 9317, Roslyn Station, Arlington, VA 22209. The Foreign Service examination brochures and application forms are available at U.S. Embassies and consular offices each year and may be obtained from this Embassy by writing to: American Embassy, Office of Human Resources, 2, avenue Gabriel, 75382 Paris Cédex 08. Those interested in employment with other U.S. Government agencies should write to the employment division of the appropriate agency in Washington, DC. There are no U.S. military installations in France.

## VISA REQUIREMENTS

U.S. citizens planning to enter and visit France as tourists are not required to have a visa, or a *carte de séjour*, and are permitted to remain in the country a maximum of 3 months (90 days.) For more information see [www.consulfrance-washington.org](http://www.consulfrance-washington.org) or [www.ambafrance-us.org](http://www.ambafrance-us.org).

**A U.S. citizen intending to stay in France for more than 3 months (90 days,) to study, to work or to reside, must have the appropriate long-stay visa (*visa de long séjour*) in his/her passport on arrival in France in order to be able to apply for a *carte de séjour*.**

The visa must be obtained from the French Consulate in the United States that has jurisdiction over the applicant's place of residence in the U.S. Applications for long-stay French visas cannot be made by Americans in third countries, e.g., England or Belgium, unless the American is a local resident of that country for one or more years.

It is not possible for an American to come to France without a long-term visa and then apply within the country for a residence permit. The French authorities will require such persons to return to the United States to apply for the appropriate visa.

**\*\*** There is no provision in U.S. law for intercession by foreign embassies on behalf of their citizens who wish to circumvent our established procedures. For this reason, the Embassy is not in a position to intercede with the French authorities on behalf of Americans seeking visa exemptions and work permits.

Specific information and application forms are available from the French Consulates in the U.S. (See pages 58-59 for a list of French Consulates.) A visa applicant will be required to submit an application form accompanied by supporting documents: a valid passport, several passport-type photographs and proof that the applicant can financially support himself and any dependents who may accompany him during his stay in France. Proof of medical insurance with coverage in France is often a prerequisite for issuance of a visa. In some cases, a police clearance record is required. Any applicant less than 18 years old will have to present a written authorization from his parents or guardian. Fees are charged for the issuance of all French visas.

### **Proof of Financial Resources:**

Proof of financial resources or support can take the form of: bank statements; formal letters of reference from the applicant's bank showing account numbers and balances or recent bank, savings or brokerage account statements; a notarized letter from the sponsor stating that he/she will be responsible for all expenses and proof of his/her financial means; letters from family or friends guaranteeing regular support or a *certificat d'hébergement* from a French family or friends with whom the applicant will be staying in France. For persons wishing to retire in France, please provide proof of sufficient income: pensions, dividends, savings; bank and brokerage account statements. Such letters and documents should be notarized. Students may submit a letter from a study abroad program guaranteeing board and lodging, evidence of a fellowship or scholarship or, if a veteran, a Certificate of Eligibility from the Veterans Administration.

**Franco-American agreement:** (convention de stages)

There is a reciprocal agreement between France and the United States on exchange programs for young workers with a minimum of one-year experience and a written job offer. For more information on this program, please contact directly *the Espace Employé international* at the ANPE in France (French National Unemployment Agency) at Tel: 01 53 02 25 50, E-mail: stageseei.omi@anpe.fr

**Au-pairs:**

In order to obtain a visa, the au-pair will be required to present a copy of a work contract signed by the applicant and the French family. The work contract will also have to be approved and signed by the French Ministry of Labor and the Service de la Main d'Oeuvre Etrangère (127 Boulevard de la Villette, 75010 Paris.) If a contract is not immediately available, provide a letter describing the job offer signed by the family who will employ you. The au-pair must have a medical examination in order to obtain a visa.

**Marriage:**

Americans intending to come to France to marry, and to take up residence in France for a period exceeding three months, must apply for a long-stay visa for marriage (*visa de long séjour pour mariage*.) U.S. citizens, tourists in France, may also marry in France, provided they comply with French law. At least one party to the marriage must reside in France for forty days preceding the date of the civil ceremony (30 days of residence plus 10 days for publication of the banns.) (See information on marriage formalities for France on pages 90-92.) ***For more information, please contact the French authorities directly.***

**Students:**

In addition to the basic requirements cited above, a student is required to obtain a letter of admission from the French university or school (*attestation de pré-inscription*.) if registering for the first time, or other evidence of registration (*certificat d'inscription* or *autorisation d'inscription*.) depending on the level and type of studies. The letter of admission or registration is normally reviewed by the French cultural affairs officer in the French Embassy, who may also examine the applicant's academic credentials before the student visa can be issued. The applicant will also need a medical examination.

**Persons seeking Employment:**

In addition to the basic requirements, an American who wishes to work in France needs a work contract approved by the French Ministry of Labor. This means that the French employer is required to present the signed contract to the Ministry with a request for its approval. If and when the Ministry has approved the contract, it is forwarded to the Organization for International Migrations (O.M.I.) for transmission to the appropriate French Consulate in the U.S. The O.M.I. charges the employer a fee for this service. The French Consulate will notify the American who can then proceed with visa formalities. A medical examination is required (within the last three months and usually by a doctor on a list prepared by the French Consulate); the visa applicant is expected to pay the doctor's fee.

**For complete information on obtaining French visas, please consult the French Embassy's website: [www.consulfrance-washington.org](http://www.consulfrance-washington.org) or [www.ambafrance-us.org](http://www.ambafrance-us.org) .**



## **Schengen Treaty Member Countries and Entry Requirements**

American tourists do not need visas to stay in France or any other Schengen Treaty country for a maximum of 90 days during a 6 month period; that means you can spend 90 days in France, (or, for instance, 10 days in Italy + 20 days in Spain + 60 days in Germany.) After 90 days, you **must** leave Schengen territory and remain away for at least **90 days**. You may only travel back to France, or another Schengen country, and stay for another 90 days if you have spent at least 90 days out of Schengen Territory. For example, you cannot stay in France for 90 days then go to Spain (or another Schengen country) and then come directly back to France.

### **Schengen Treaty Member Countries:**

Austria  
Belgium  
Denmark  
France  
Finland  
Germany  
Greece  
Iceland  
Italy  
Luxembourg  
Netherlands  
Norway  
Portugal  
Spain  
Sweden

## **FRENCH CONSULATES IN THE U.S.**

### **WASHINGTON, D.C.**

#### **French Embassy, Consular Services**

4101 Reservoir Road NW - Washington DC 20007

Tel : (202) 944 6195

Fax: (202) 944 6148

Website for the Embassy: **[www.ambafrance-us.org](http://www.ambafrance-us.org)**

Website for the Consular Section: **[www.consulfrance-washington.org](http://www.consulfrance-washington.org)**

***District of Columbia, Delaware, Maryland, Ohio, Pennsylvania, Virginia & West Virginia***

### **ATLANTA French Consulate General**

Prominence in Buckhead - Suite 1840 - 3475 Piedmont Road, NE – Atlanta, GA 30305

Tel : (404) 495 1660

Fax: (404) 495 1661

Website : **[www.consulfrance-atlanta.org](http://www.consulfrance-atlanta.org)**

***Alabama, Mississippi, North Carolina, South Carolina, Georgia & Tennessee***

### **BOSTON French Consulate General**

Park Square Building, Suite 750, 31 Saint James Avenue, Boston, MA 02116

Tel : (617) 542 7374

Fax: (617) 542 8054

Website : **[consulfrance-boston.org](http://consulfrance-boston.org)**

***Maine, Massachusetts, New Hampshire, Rhode Island & Vermont***

### **CHICAGO French Consulate General**

737 North Michigan Avenue - Olympia Center - Suite 2020 – Chicago, IL 60611

Tel : (312) 787 5359 / 61

Fax: (312) 664 4196

Website : **[www.consulfrance-chicago.org](http://www.consulfrance-chicago.org)**

***Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, North Dakota, South Dakota, Nebraska & Wisconsin***

### **HOUSTON French Consulate General**

777 Post Oak Boulevard - Suite 600 – Houston, TX 77056

Tel : (713) 572 2799

Fax: (713) 572 2911

Website : **[www.consulfrance-houston.org](http://www.consulfrance-houston.org)**

***Arkansas, Oklahoma & Texas***

**NEW ORLEANS French Consulate General**

1340 Poydras Street - Suite 1710 - New Orleans, LA 70112

Tel : (504) 523 5772 through 74

Fax: (504) 523 5725

Website: [www.consulfrance-nouvelleorleans.org](http://www.consulfrance-nouvelleorleans.org)

*Louisiana*

**LOS ANGELES French Consulate General**

10990 Wilshire Boulevard - Suite 300 - Los Angeles, CA 90024

Tel : (310) 235 3200 / 01

Fax: (310) 312 0704

Website : [www.consulfrance-losangeles.org](http://www.consulfrance-losangeles.org)

*Arizona, Colorado, New Mexico.*

*California counties of Imperial/Inyo/Kern/Kings/Los Angeles/Mono/Orange/Riverside/San Bernardino/San Diego/San Luis Obispo/Santa Barbara & Ventura. Nevada counties of Clark/Esmeralda/Lincoln/Mineral/ Nye*

**MIAMI French Consulate General**

1 Biscayne Tower - Suite 1710 - 2 South Biscayne Boulevard – Miami, FL 33131

Tel : (305) 372 9798 / 99

Fax: (305) 372 9549

Website: [www.consulfrance-miami.org](http://www.consulfrance-miami.org)

*Florida, Puerto Rico, Virgin Islands*

**NEW-YORK French Consulate General**

934 Fifth Avenue – New York, NY 10021

Tel : (212) 606 3600 /88 /69

Fax: (212) 606 3620

Website: [www.consulfrance-newyork.org](http://www.consulfrance-newyork.org)

*Connecticut, New Jersey & New York*

**SAN FRANCISCO French Consulate General**

540 Bush Street - San Francisco CA 94108

Tel : (415) 397 4330 (415) 362 2948

Fax: (415) 433 8357

Website: [www.consulfrance-sanfrancisco.org](http://www.consulfrance-sanfrancisco.org)

*Alaska, California & Nevada (except LA consular district), Idaho, Montana, Oregon, Utah, Washington & Wyoming, Hawaii & the Pacific Islands under the jurisdiction of the United States*

**OTHER FRENCH CONSULAR OFFICES IN THE UNITED STATES:**

France also maintains a consular agent or an honorary consul in many cities in the United States. Their addresses can be obtained from the appropriate French Consulate. They can perform some consular services but do not issue visas.

## RESIDENCE PERMITS (*Cartes de séjour*)

U.S. citizens planning to enter and visit France as tourists are not required to have a visa, or a *carte de séjour*, and are permitted to remain in the country a maximum of 3 months (90 days.)

**A U.S. citizen who intends to stay in France for more than 3 months (90 days,) to study, to work or to reside, must have the appropriate long-stay visa (*visa de long séjour*) in his/her passport on arrival in France in order to be able to apply for a *carte de séjour*.**

The visa must be obtained from the French Consulate in the United States that has jurisdiction over the applicant's place of residence in the U.S. (See information on French Visa Requirements on pages 55-59 of this guide.) Applications for long-term-validity French visas cannot be made by Americans in third countries, e.g., England or Belgium, unless the American is a local resident of that country for one or more years.

It is not possible for an American to come to France without a long-term visa and then apply within the country for a residence permit. The French authorities will require such persons to return to their country of residence to apply for the appropriate visa.

**\*\*** There is no provision in U.S. law for intercession by foreign embassies on behalf of their citizens who wish to circumvent our established procedures. For this reason, the Embassy is not in a position to intercede with the French authorities on behalf of Americans seeking visa exemptions and work permits

### Types of “*Cartes de Séjour*” (residence permits):

***Students: please see section on residence permits for students on pages 66-68***

The French authorities issue three main types of residence permits to foreigners, depending on their status. A U.S. citizen who wants to reside and work in France receives one of the following documents:

- *carte de séjour temporaire* or *carte de séjour temporaire salarié*
- *carte de résident*
- *carte de séjour mention visiteur* (for retired persons.)

*Cartes de séjour* are issued to individuals 18 years of age and older. Parents of children below the age of 18 should obtain a *visa de long séjour* for their children before coming to France.

Most Americans coming to France for stays of more than three months are issued a *carte de séjour temporaire*. This card is valid for up to one year, and may be renewed. There is no fee for the initial *carte de séjour*. If the French authorities decline to renew a *carte de séjour temporaire*, the bearer must leave France before his initial residence permit expires.

A *carte de séjour temporaire salarié*: is valid for 1 year maximum, with the annotation *salarié* or showing the specific professional activity under which the contract was approved, as well as the French department(s) in which the bearer can be employed. This type of card can be renewed two months before the expiration date and upon presentation of a new work contract. After five years of continuous residence in France, the bearer may request a *carte de résident*, which is valid 10 years. Please remember that issuance of the 10-year *carte de résident* is not automatic. The authorities at the *préfecture* will review the application to determine whether or not the applicant may receive this special residence permit.

The *carte de résident* is issued to foreigners who have the intention of becoming French residents. It is valid for ten years and renewable, if the holder can prove that he/she either is exercising a profession in France or has sufficient means to support himself/herself financially without being employed in France. Applicants may obtain this card only under certain conditions. A medical examination is usually required and specific questions concerning French language skills and general knowledge of French culture may be asked. In order to qualify for a 10 year-card, the foreigner must show proof that he has lived in France for at least five consecutive years.

The *carte de séjour mention visiteur*, issued for retired persons. It allows you to remain in France, but not to work.

### **Retiring in France:**

In order to stay in France after you retire, you must prove three things:

- 1) You must prove that you have the financial means to live in France without working; i.e., your pension must be sufficient;
- 2) You must demonstrate that you have comprehensive health insurance coverage that is valid in France. (You may be able to continue your current health insurance or you may need to buy a new health insurance policy either in France or from the U.S.);
- 3) You must demonstrate that you have a place to live in France.

When you make your application to reside in France, you should explain your reasons for wanting to stay in France. If your application is approved, you will be granted a *carte de séjour mention visiteur*, which allows you to remain in France but not to work. The *carte de séjour* can be renewed indefinitely, on an annual basis, as long as you present proof that you have adhered to the requirements

Getting permission to work is more difficult. It depends on the type of work you want to do. The Government of France may not approve any request for a job paying less than 3,700 euro a month (gross) unless your specialty is in great demand in France. If your request is granted, you should get a *carte de séjour mention salarié*.

## How to apply for a *Carte de Séjour* in Paris:

Americans arriving in France with the appropriate long-stay visa and planning to live in Paris, should, within eight days of arrival, go to the appropriate Centre de Réception des Etrangers (see page 63,) with their passport and visa to apply for a *carte de séjour*. **Exception: all American STUDENTS have a maximum of 30 days and must follow a separate procedure explained on pages 66-68 of this guide.**

Each applicant will proceed to the Centre des Etrangers (please see list on page 63,) that corresponds to his/her local address of residence. The applicant will be asked to fill out a questionnaire and provide a local address. The applicant will immediately be given an appointment notice (*convocation*) with the Préfecture de Police, stating the date, time and location of the office at which the applicant should appear. This date is usually fixed 2 to 12 weeks later, depending on the number of pending applications. Do not forget to bring the appointment notice to this meeting.

### Documents required by the Prefecture for the *carte de séjour*:

To apply for a *carte de séjour*, the following basic documents must be submitted (others may be required in individual cases):

- Valid passport including long-stay visa (with a photocopy of the title page-photo, name, date and place of birth, validity and French visa page);
- Birth certificate;
- Three (3) identity photographs (3.5 cm x 4.5 cm);
- Proof of financial resources (applicable in all cases);
- A medical certificate issued by the O.M.I. (*Office des Migrations Internationales*);
- Proof of residence in Paris.

Note: For first time applicants for residence permits for Americans, employed in France, and their spouse, whose original files were provided by the O.M.I. (*Office des Migrations Internationales*) these applications may also be filed by mail. Please see the instructions on page 64 under “Renewal of Residence Permits” to obtain the address to write to for a by mail application.

For an *au-pair*: contract approved by French Ministry of Labor, and pre-registration form or letter of admission into school.

For holders of a work permit and work visa the applicant must submit: the employment contract **approved by the Services de la main d’Oeuvre Etrangère, 127 boulevard de la Villette, Paris 75010 – Tel: 01 44 84 42 86 – Métro: Jaurès or Stalingrad open 9:00 a.m – 11:30 a.m. and 1:30 p.m. – 4:30 p.m.**

*If it is not possible to issue the carte de séjour immediately, the applicant will be given a temporary authorization récapissé de demande de carte de séjour which is valid for up to 3 months, and may be used as evidence that an application has been made for a residence permit. The applicant should carry it until he/she received his/her permanent carte de séjour.*

For students, please see pages 66-68 of this guide.

## **Reception Centers for Foreigners (*Centres de Réception des Etrangers*) in Paris**

These reception centers located at the **Hôtel de Police** at each location below are part of the Préfecture de Police of Paris and are open from 9:00 a.m. to 4:30 p.m. Monday to Thursday, and 9:00 a.m. to 4:00 p.m. on Friday; they are not open on French holidays.

The Center for Students (number 5 below) is open from 8:35 a.m. to 4:30 p.m. Monday –Thursday and 8:35 a.m. to 4:00 p.m. on Friday.

- 1) If you live in the 3<sup>rd</sup>, 10<sup>th</sup> and 19<sup>th</sup> *arrondissements*:

**Centre de Réception des Etrangers du 3e**

90 Boulevard de Sébastopol, Paris 03 - Métro: Réaumur-Sébastopol

- 2) If you live in the 17<sup>th</sup> and 18<sup>th</sup> *arrondissements*:

**Centre de Réception des Etrangers du 17e**

19-21 rue Truffaut, Paris 17 - Métro: Place de Clichy/La Fourche

- 3) If you live in the 11<sup>th</sup>, 12<sup>th</sup> and 20<sup>th</sup> *arrondissements*:

**Centre de Réception des Etrangers du 12e**

163 rue de Charenton, Paris 12 - Métro: Reuilly Diderot

- 4) If you live in the 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup>

**Centre de Réception des Etrangers du 14e**

Hotel de Police, 114/116 avenue du Maine, 75014 Paris –

Métro: Gaité or Montparnasse or buses 28, 58 or 91

- 5) All Students should go to the following address only:

**Cité Universitaire International de Paris, Maison Internationale**

17, boulevard Jourdan,

75014 Paris

Métro Cité Université; RER line B

(The Centre de Réception des Etrangers for students in the 15<sup>th</sup> district

13 rue Miollis, 75015 Paris – Métro Cambronne or Sevres Lecourbe will **close as of September 15, 2003**)

**Please see section on residence permits for students on pages 66-68 of this guide.**

### **How to apply for a Carte de Séjour outside of Paris:**

Americans who live outside of Paris should inquire at their local police station or at the Mairie (town hall) about procedures for obtaining a carte de séjour. In some departments, the préfetures have delegated the authority to process such applications to local officials. In others, the American may have to apply at the Direction de la Réglementation of the Préfecture or the nearest Sous-Préfecture.

### **Change of address:**

If the holder of a residence permit moves, he/she must inform the police commissariat having jurisdiction over his new place of residence in France. They must present an electricity bill or *quittance de loyer* (rental receipt.) This is especially important if the resident is in the process of renewing his/her *carte de séjour* as the Préfecture de Police will not approve the application unless the change of address has been recorded by the local police in the appropriate space on the card

### **Renewal of Residence Permits:**

To renew a *carte de séjour*, the holder should contact one of the 5 reception centers to obtain an appointment (see page 64.) This initial step should be taken 1 month before the expiration of a temporary residence permit *carte de séjour temporaire* (2 months for *cartes de résident*.)

### **Renewal of certain categories of Residence Permits by mail.**

**For residents of Paris only, the renewal of residence permits may now also be done:**

- for renewal of one-year residence permits for those who are visiting or working in France (*cartes de séjour temporaire* or *cartes de séjour temporaire salarié*);
- for renewal of a 10 year residence permit (*cartes de résident*);

In order to obtain your renewal application request by mail please write to:

#### **Le Préfecture de Police - Police Générale**

7ème bureau - Cellule postale  
9, Boulevard du Palais  
75195 Paris RP

Please indicate your name, your address, date of birth and your current residence permit number (you may also provide a photocopy of your permit.)

Upon receipt of your request, the Préfecture will send you the following:

1. an application form with a list of documents that you will need to provide
2. an appointment slip needed to pick up your resident permit once it is ready

Before sending in your application form, please verify that it is signed and that you have included all the photocopies of the required documents. **Note: you will have to provide the original documents when you pick up your new residence permit.**

**For further information on this process you may call 01 53 71 51 68 (Monday through Friday from 9:00 a.m. to 4:00 p.m.)**

### **Some information about required documents:**

The most acceptable proof of financial resources is a statement from the applicant's French bank showing account number and amount or a letter from the French bank certifying that the applicant's account is regularly credited with a specified amount from a U.S. or other external source.



For proof of financial resources, students or others who will not be employed can present a notarized letter from his/her parents (it must be accompanied by a French translation,) stating that the parents guarantee to support their son or daughter at a specified rate per month. Distant relatives and friends can also make such statements, but the basis of the relationship and the support must be explained.

**For more information on residence permits (in French) contact:**

**The Central Office of the Préfecture de Police in Paris:**

**Préfecture de Police,  
Service des Etrangers,  
1 rue de Lutèce  
(Place Louis Lépine),  
75195 Paris RP (4ème)  
Métro: Cité**

**Tel: 01-53 71 53 71 or 01 53 73 53 73  
Information line: 01 53 71 51 68**

**Website: [www.prefecture-police-Paris.interieur.gouv.fr](http://www.prefecture-police-Paris.interieur.gouv.fr)**

## CARTE DE SÉJOUR (RESIDENCE PERMITS) FOR STUDENTS:

**Special facility for foreign American students that hold valid student visas and reside in Paris:**

**To obtain your first residence permit as a student**, the Préfecture de Police - Direction of the General Police, has set up reception centers in Paris as follows.

**Some students and au-pairs who have acquired a long-stay visa for under one year are exempted from obtaining a carte de séjour as long as their visas are currently valid. This exemption will be written directly on the visa.**

### **First Application for Student Residence Permits in Paris**

In order to facilitate administrative procedures for foreign students in Paris who are applying for their **first** residence card *titre de séjour* the Préfecture de Police of Paris advises that the two reception centers for those concerned are located at the addresses below. Students applying for their **first** residence card may start the application procedure Monday through Thursday from 8:35 a.m. to 4:30 p.m. and Friday from 8:35 a.m. to 4:00 p.m. at the following address:

Center open from September 15 through December 15  
**Cité Internationale Universitaire de Paris - Maison Internationale**  
**17, Bvd Jourdan**  
**Paris 14ème**  
RER B (Cité Universitaire)

Center open from December 15 to September 15  
**Centre des étudiants étranger**  
**13, rue Miollis**  
Métro Ségur or Cambronne

To obtain your first residence permit, you must present and file your application including all the supporting documents concerning your present situation:

**Documents required for a student's first request for a *carte de séjour*, residence permit:**

#### ***1. Proof of identity:***

- Your valid passport with one photocopy of the passport identification page (photo, date and place of birth and validity);
- A copy of your French visa page;
- Birth certificate translated into French by a translator licensed by French courts (original plus one photocopy, please refer to pages 167-169 for a list of translators);
- In the case of marriage or divorce, where your name does not appear on your passport, provide a photocopy of the marriage or divorce certificate or an identity certificate issued by the consulate.

## **2. Visa to enter France (original and one photocopy):**

- A long-stay visa, over 3 months, with the mention “**student**”;
- Or a short-term visa that mentions *étudiant-concours* (student exam) and an examination certificate as proof of passing the exam for which the visa has been issued.

## **3. Proof of residence in Paris:**

- If you rent or own an apartment or house: the last electric or gas bill; the last rent receipt, *quittance*; an insurance contract or the rental agreement, if it is less than 3-months old (original and one photocopy);
- If you live in a private person’s residence: your host should provide an affidavit *certificat d’hébergement* stating that you live at the address that he/she provides. The host must also provide a copy of his/her identity card or residence permit, the last electric bill, or last rent receipt, *quittance* or house insurance contract;

If you live in a *foyer* (hostel): please provide a recent affidavit issued by the director of the *foyer*.

## **4. Proof of resources (original and photocopies):**

- Proof of finances: you must provide documents indicating that you have financing at a minimum level of 430 euros per month, if you do not have dependents. Exceptions if you have a scholarship or have been admitted to one of the European Union Special Programs: Leonardo, Erasmus, Jeunesse et Service Volontaire Européen;
- Present the scholarship documents (financial proof) stamped by the French Consulate for issuance of the visa.

If you cannot provide financial proof, you must present the following:

- If you have a scholarship: An affidavit indicating the amount, the duration and the nature of your studies on the letterhead of the organization that attributes or manages the scholarships;
- If your resources are provided by a guarantor in France: proof of financial sources requires an affidavit of commitment signed by the guarantor, including his name, address, the amount of the monthly allowance and the duration of his commitment, a photocopy of his ID card or residence permit, proof of his income (pay sheets, tax returns, etc);
- If your resources are granted by funds coming from abroad, the most acceptable proof of financial resources is a statement from the applicant’s bank, travelers checks, exchange forms or any document proving that you regularly receive funds from abroad and indicating their monthly amount;
- If you contemplate working part time, provide a copy of the job offer stating the nature of the job, the number of hours to be worked and the salary;
- If you are an *au-pair*: The *au-pair* contract signed by the service de la Main d’Oeuvre Etrangère, 127, boulevard de la Villette, 75010 Paris. If this document is not immediately available, a letter stating the job offering signed by the family who will employ you.

## **5. Documents justifying your studies (original and a photocopy);**

**Affidavit of pre-inscription or inscription in a private or public institution, university, high school, institution for technical studies, etc or;**

- Or: an attestation stating that you have been admitted on a program of the European Union (Leonardo, Erasmus, Jeunesse et Service Volontaire Européen);
- Or: an internship contract (convention de stage);
- Or: a professional training contract;
- And: a general list of studies since entry into France and studies intended during the next term;
- And: an attestation stating the nature and intent to study and certificates pertaining to exams taken and passed during the previous year of study, with grades and diplomas.

## **6. Three recent ID pictures (3.5cm x 4.5cm).**

### **To obtain the renewal of your student residence permit:**

Two months prior to the expiration of your residence permit (*carte de séjour*), you must make an appointment on the website of the Préfecture de Police: [www.prefecture-police-paris.interieur.gouv.fr](http://www.prefecture-police-paris.interieur.gouv.fr) under *prise de rendez-vous option étudiants étrangers*. You must complete the webform in order to make an appointment. You will be given a date and place for an appointment. In case you have a problem contact, Tel: 08 00 95 95 75 (free of charge.)

**To obtain a copy of your residence permit or advise of a change of address, change of *état-civil* (marriage, divorce, etc) or status** (if you have a copy of your job offer or work contract provided by your French employer for students who will be changing their status in order to work in France:) Go, without an appointment, from Monday through Thursday, from 8:35 a.m. to 4:30 p.m. or Friday 8:35 a.m. to 4:00 p.m., to the Préfecture de Police – Salle Nord-Ouest – Place Louis Lépine – Paris 4e – Ground floor – Stairway E – Métro: Cité. You may also consult the following website page: <http://www.prefecture-police-paris.interieur.gouv.fr/erdv/rdv/saisie.asp?type=dupl> .

You must submit your passport, a proof of residence (electric or telephone bill,) three photos, a police report declaration of lost or stolen resident card (copy), or a document justifying your new situation.

**Telephone information for all information: 01 53 71 51 68 or 0 800 95 95 75 (toll-free)**

For all further information please consult the website of the Préfecture de Police: **[www.prefecture-police-Paris.interieur.gouv.fr](http://www.prefecture-police-paris.interieur.gouv.fr)**

If you live just outside of Paris please see following addresses, phone numbers and websites where you may obtain information for student resident cards.

Préfecture de la Seine et Marne (Melun 77)	01.64.71.77.77.
Préfecture des Yvelines (Versailles 78)	01.39.49.78.00. <a href="http://www.yvelines.pref.gouv.fr">www.yvelines.pref.gouv.fr</a>
Préfecture de l'Essonne (Evry 91)	01.69.91.91.91. <a href="http://www.essonne.pref.gouv.fr">www.essonne.pref.gouv.fr</a>
Préfecture des Hauts-de-Seine (Nanterre 92)	01.40.97.20.00. <a href="http://www.hauts-de-seine.pref.gouv.fr">www.hauts-de-seine.pref.gouv.fr</a>
Préfecture de la Seine-Saint-Denis (Bobigny 93)	01.41.60.60.60. <a href="http://www.seine-saint-denis.pref.gouv.fr">www.seine-saint-denis.pref.gouv.fr</a>
Préfecture du Val de Marne (Créteil 94)	01.49.56.60.00. <a href="http://www.val-de-marne.pref.gouv.fr">www.val-de-marne.pref.gouv.fr</a>
Préfecture du Val-d'Oise (Cergy-Pontoise 95)	01.34.25.25.25.

## STUDENT PART-TIME EMPLOYMENT

American students in France can, under certain conditions, obtain a temporary work permit (*autorisation provisoire de travail*) for part-time work during the summer vacation months or during the academic year. Exceptions: students at the Sorbonne's Cours de Civilisation Française, the Institut Catholique and the Alliance Française, or any other school which does not provide French Social Security medical insurance coverage, are not eligible for temporary work permits.

Students, over the age of 18, who are enrolled in courses at the University level in France, may work a **total of 830** hours during a one-year period on the basis of a 35 hour work week. Students may not work full time for more than 3 consecutive months during the year. Long term (CDI) and short term contracts (CDD) are permitted.

Temporary work permits are usually given to students who do not have sufficient private resources to pursue their studies. Thus, recipients of student grants or scholarships and those who have sufficient financial means are not authorized to have temporary work permits.

### Where to apply for a temporary work permit:

In Paris, students should apply at: **Service de la Main d'Oeuvre Etrangère**, 127 Boulevard de la Villette, 75010 Paris - Métro: Jaurès or Stalingrad / Tel: 01 44 84 42 86 / 16  
Hours: 9:00 a.m. - 11:30 a.m. and 1:30 p.m. - 4:30 p.m.

American students attending French universities outside of Paris should apply for their *autorisation provisoire de travail* at the Direction Départementale du Travail, Service de la Main d'Oeuvre Etrangère, of the area (*département*) in which they are a student.

### Students must provide the following documents in order to apply for a temporary work permit (*autorisation provisoire de travail*) or A.P.T.:

- Photocopy of the valid long-stay visa and the title page, including photo, name, date and place of birth, validity;
- Photocopy of the valid student identification card;
- **Original university registration form** (*attestation d'affiliation de l'école*);
- **Original letter of employment from employer or copy of the work contract**: these documents must be dated within a month of the request for the temporary work permit and must include, the name and address of the applicant, position or job description, the salary and number of working hours, place of work and length of employment;
- One self-addressed, stamped envelope.

Please consult the office of the Ministry of Labor, Service de la Main d'Oeuvre Etrangère if you are:

- Attending a remunerated training course;
- Carrying out research;
- A teaching assistant or research assistant;
- Attending an training course as an accountant or lawyer;
- Are a nurse or nurse's aide.

### **How to find part-time employment:**

For those students who receive authorization to work part-time, it is up to the student to find his/her employment. Those attending a French university can consult the Centre Régional des Oeuvres Universitaires et Scolaires (CROUS) which will have job opportunities on file. Students can also consult the classified sections of local newspapers.

A good source of information about temporary employment in France is the **Centre d'Information et de Documentation Jeunesse** (CIDJ) 101 Quai Branly, 75740 Paris Cédex 15, Tel: 01 44 49 12 00. The CIDJ offers a useful information sheet: *Reglementation et Recherche d'Emploi pour les Edudiants Etrangers pendant les Vacances Universitaires* (No. 5.543.) There are several CIDJ in France.

The annual grape and other agricultural harvests in France offer opportunities for students for temporary jobs. Also, some summer camps (*colonies de vacances*) need foreign students because of their language qualifications. Such employment would not come under the 35 hours per week limitation; ask the CIDJ for their information sheet on *Travaux Saisonniers Agricoles*.

The **Council on International Educational Exchange** provides assistance for students seeking employment in accordance with the French Ministry of Labor's requirements. This program allows international higher education students to obtain the necessary documents to work legally in France. Students on the Work in France program need to have an intermediate, or advanced level of French. Students will be asked to find employment and are free to choose almost any position offered. Program participants typically work as waiters/bartenders, salespersons, teachers, amusement park and hotel staff.

### **Eligibility:**

- Students must be 18 years of age or older;
- Be registered as a **full-time student outside of France**;
- Expect to stay in France no longer than 3-months;
- Have an intermediate to advanced level of proficiency in French;
- Have sufficient personal funds to cover initial expenses.

**If you would like to know more about this C.I.E.E. program, or find out how to apply, contact:**

**Council on International Educational Exchange**

112 ter rue Cardinet

75017 Paris

Email: [info@councilexchanges-fr.org](mailto:info@councilexchanges-fr.org)

Tel: 01 58 57 20 50

Tel: 01 58 57 20 41

**Work Abroad**

**Council on International Educational Exchange**

205 East 42nd Street

New York, NY 10017

Tel: 212 661 1414

## **INFORMATION SOURCES:**

**Association Inter-Etudiants en Sciences  
Economiques et Commerciales (AIESEC)**  
14 rue Rouen  
75019 Paris

Tel: 01 40 36 22 33  
Fax: 01 42 05 94 77

**Services des Echanges et des Stages Agricoles dans le Monde  
(SESAME)**  
9 square Fabriel Faure  
75015 Paris

Tel: 01 40 54 07 08  
Fax: 01 40 54 06 39

**Centre d'Information et de Documentation Jeunesse (CIDJ)**  
101 Quai Branly  
75740 Paris Cédex 15

Tel: 01 44 49 12 00  
Fax: 01 40 65 02 61

**Club des Quatre Vents**  
1 rue Gozlin  
75006 Paris

Tel: 01 43 29 60 20  
Fax: 01 43 29 06 21

**Council on International Educational Exchange**  
112 ter rue Cardinet  
75017 Paris

Tel: 01 58 57 20 50

**Inter Echanges**  
2 avenue Général Leclerc  
75014 Paris

Tel: 01 40 47 54 54  
Fax: 01 40 47 54 55

**Maison Internationale de la Jeunesse et des Etudiants**  
11 rue Fauconnier  
75004 Paris

Tel: 01 42 74 23 45

**Work Abroad**  
Council on International Educational Exchange  
205 East 42nd Street  
New York, NY 10017  
U.S.A.

Tel: 212 661 1414



## AU-PAIR EMPLOYMENT

*Au-pair* programs are available to foreign students studying in France, male as well as female. An *au-pair* receives room, board and spending money in return for light housework, baby-sitting, and help at mealtimes. These programs are monitored by the French Ministry of Labor which has established the rules and requirements for *au-pair* work. For administrative purposes, an *au-pair* is designated as a stagiaire aide familiale.

### Basic requirements:

An *au-pair* must be at least 18 years of age and no more than 30. The student is expected to have a fair knowledge of, and to be studying, the French language. During the school year, a minimum stay of three months is required. The regular program length is normally one year, but may be extended to a maximum of 18 months. A student may stay with more than one family during the *au-pair* period, but the total stay cannot exceed 18 months. There are also summer *au-pair* programs of one to three months. In these cases, the requirement that the *au-pair* should be taking French courses is waived if the student has completed at least one year of college-level studies in French.

### The Au-Pair's family (*famille d'accueil*):

The objective of the *au-pair* program is to give the foreign student the opportunity to practice and perfect their French and to benefit materially and psychologically from their studies and their temporary stay in France by sharing in a French family's life. Consequently, foreign families in France and unmarried persons without children are usually not authorized to hire an *au-pair*. The family must provide room and board. The *au-pair* will normally share meals with the family members and, insofar as possible, be lodged in a private bedroom.

### The Au-Pair's schedule:

The daily work schedule should be arranged in advance between the family and the *au-pair* allowing the student enough time for his/her studies. Normally, the *au-pair* is not expected to work more than five hours a day. The family should give the *au-pair* one day off each week, one of which should be a Sunday. The *au-pair* should always have the opportunity to go to church even if Sunday is a working day.

### Au-Pair visa requirements:

American citizens coming to France to work as an *au-pair* must obtain the appropriate *au pair* visa in the U.S. from the French Consulate having jurisdiction over their place of residence. This requirement is mandatory: it is not possible to enter France as a 'tourist' and then change status to that of *au-pair*.

The classic *au-pair* (one who will be taking some French language and civilization courses while working for a French family) should arrange a work agreement or contract directly with a family, or through an *au-pair* organization (see list below,) and then apply to the nearest French Consulate for a *visa de long séjour* as a *stagiaire aide familiale*. A work contract approved by the French Ministry of Labor is a prerequisite for a visa. See the Embassy's information sheet on "Visa Requirements for France" for a list of the addresses of French consular offices in the United States. Americans who have come to France with a student visa and have obtained a residence permit and registered at a French university or school can obtain *au-pair* status after arrival in France. As in the case of the classic *au-pair*, the student *au-pair* will need to find a family and obtain the French Ministry of Labor's approval of the work contract.

### **Pocket Money:**

The *au-pair* should receive approximately 270 euros per month in pocket money (as opposed to wages as such.) Some families provide their *au-pair* with a *carte orange* (a monthly pass valid for the Métro, buses, and suburban trains,) but they are not required to do so by Ministry of Labor regulations.

### **Social Security Coverage:**

The family must declare the *au-pair* as a *stagiaire aide familiale* to the French Social Security Administration (U.R.S.S.A.F.) and make the monthly contribution (*côtisation*.) in order for the *au-pair* to receive social security benefits in the event of illness or accidents. The monthly contribution, paid by the host family, is approximately 144 euros.

### **Approval of work contract:**

The French family or *au-pair* organization can obtain contract forms in triplicate from the Foreign Labor Branch of the Ministry of Labor office (Direction Départementale du Travail et de la Main d'Oeuvre) at the Préfecture in each of the 95 French departments. In Paris, this address is: Service de la Main d'Oeuvre Etrangère, 127 Boulevard de la Villette, 75010 Paris / Tel: 01 44 84 42 86/41-00 Métro: Jaurès or Stalingrad

The completed contract forms, signed by both parties, must be returned to the Service de la Main d'Oeuvre Etrangère accompanied by:

- 1) A medical certificate from a doctor who has examined the *au-pair* within the last three months, along with a French translation and;
- 2) The student card (if applying as a student already resident in France) or transcript or other evidence of student status in the United States (if applying for the visa in the United States as a regular *au-pair*.) The Service de la Main d'Oeuvre Etrangère will approve and stamp the contract form, returning two copies to the family or organization, which must provide one copy to the *au-pair* for use in applying for the visa and for residence and work permits.

### **Residence and work permits:**

After arrival in France with a visa, the classic *au-pair* must apply within eight days for a residence permit. (See the pages 73-75 on "Residence Permits (*Cartes de séjour*) for France.")

**Some students and au-pairs who have acquired a long-stay visa for under one year are exempted from obtaining a carte de séjour as long as their visas are currently valid. This exemption will be written on the visa.**

Along with the work contract, the classic *au-pair* must present evidence of registration in a French language school (Alliance Française, the Sorbonne, etc.). Evening classes are not acceptable. After obtaining a *carte de séjour*, the *au-pair* returns to the Service de la Main d'Oeuvre Etrangère to receive a temporary work permit (*autorisation provisoire de travail*.) The permit is normally valid for six months, and is renewable.

### **Au-Pair organizations:**

The organizations listed below assist students in finding *au-pair* employment. While the Embassy cannot assume any responsibility for the competence and integrity of these organizations, it has verified that all of those on this list are prepared to assist Americans. They usually charge a registration fee for their services.

- Accueil Familial des Jeunes, 23 rue du Cherche-Midi, 75006 Paris; Tel: 01 42 22 50 34
- ACIS.JF., 63 rue Monsieur-le-Prince, 75006 Paris; Tel: 01 44 32 12 90 / 91
- L'Alliance Française, 101 Boulevard Raspail, 75006 Paris; Tel: 01 42 84 90 00
- L'Arche, 39 rue Broca, 75005; Tel: 01 42 17 10 30
- Institut Catholique, 21 rue d'Assas, 75006 Paris; Tel: 01 45 48 31 70

## NON REMUNERATED EMPLOYMENT

### **Semi-skilled or unskilled work on collective work projects:**

Young men and women, including Americans and other foreigners, have the opportunity in France during the summer vacation months to obtain room and board in exchange for unskilled and semi-skilled labor on collective work projects. These projects include agriculture, environment, handicrafts, social welfare, restoration of buildings and monuments, archeology and others -- all in an international educational and cultural context aimed at the development of youth. Project sites are located in various regions of France.

### **Conditions of programs:**

Participants do not have to be students, but most programs have a minimum age requirement (see list below.) Some require the participant to be less than 30 years old; others have no age limit. Most expect the participant to work from five to eight hours daily, five days a week. The programs vary in length from a few weeks to several months; some are available the year around. The foreign participant must pay his own transportation costs to and from France, as well as the costs of travel to and from the program site in France. The sponsoring organization usually charges registration and participation fees, including liability and health insurance.

### **Program Organizations:**

At present there are ten associations in France sponsoring voluntary work programs (*chantiers de jeunes volontaires bénévoles*) under the overall administration of **Cotravaux** 11 rue de Clichy – 75009 Paris, Tel: 01 48 74 79 20. The ten associations are listed below. Interested persons should write directly to a specific association for detailed information about its program.

## SPONSORING ASSOCIATIONS FOR NON-REMUNERATED EMPLOYMENT:

- **Compagnons Bâtisseurs** Tel: 01 43 73 70 63  
5 rue des Immeubles Industriels  
75011 Paris  
Minimum age: 16
- **Concordia U.N.A.R.E.C** Tel: 01 45 23 00 23  
1 rue de Metz  
75010 Paris  
Minimum age: 15
- **Etudes et Chantiers** Tel: 01 45 38 96 26  
33 rue Campagne-Première  
75014 Paris  
Minimum age: 13
- **Jeunesse & Reconstruction** Tel: 01 47 70 15 88  
10 rue de Trévise  
75009 Paris  
Minimum age: 15
- **Neige & Merveilles** Tel: 04 93 04 62 40  
La Minière de Vallauria  
06430 Saint-Dalmas de Tende  
Minimum age: 18
- **Solidarites Jeunesses** Tel: 01 48 00 09 05  
38 rue du Faubourg Saint-Denis  
75010 Paris  
Minimum age: 15
- **Union R.E.M.P.A.R.T.** Tel: 01 42 71 96 55  
1 rue des Guillemites  
75004 Paris  
Minimum age: 14
- **Solidarites Jeunesses** Tel: 01 48 00 09 05  
38 rue du Faubourg Saint-Denis  
75010 Paris  
Minimum age: 17
- **Service Civil International** Tel: 01 42 54 62 43  
8 rue Camille  
75018 Paris
- **Federation Auberges de Jeunesse** Tel: 01 44 89 87 27  
27 rue Pajol  
75018 Paris

## **CAVEAT**

The United States requires French citizens coming to the United States to enter the U.S. with the appropriate visa if they are coming to work either in the short or long term. French immigrants wishing to work in the United States must be certified by the U.S. Department of Labor. There is no provision in our own law for intercession by foreign embassies on behalf of their citizens who wish to circumvent established procedures. For this reason, the Embassy is not in a position to intercede with French authorities on behalf of Americans seeking visas, visa exemptions and work permits. Most foreigners are not eligible for French Social Security and unemployment

## HOUSING / REAL ESTATE AGENCIES

It should be noted that this information sheet in no way constitutes any sort of recommendation by the U.S. Embassy. Housing in France, particularly in the Paris area, is difficult to find and is expensive by American standards. As in the United States, houses, apartments and rooms can be found by consulting the classified advertisements (*Locations Offres Vides*) or by placing advertisements in local newspapers such as: Le Figaro or the International Herald Tribune, the France-USA Contacts magazine (FUSAC) every 2 weeks, or in any other magazines specializing in real estate (De Particulier à particulier...) addresses are listed below. The internet has recently become another excellent daily source to use in finding an apartment. Several sites are available in Paris. You could also consult the bulletin board located at the American Church of Paris, 65, Quai d'Orsay, 75007 Paris. Real estates agencies who wish to be included in this list are cordially invited to make their interests known to the Embassy.

### **If you rent an apartment:**

The landlord will normally ask to be paid a rental guarantee or deposit (*caution*), equivalent to one or two months rent but possibly be more, plus a month's rent in advance. This will be specified in the lease or contract (*bail*), which is often standard and which should be carefully read to ascertain the responsibilities of the parties. It is also possible that the landlord may ask for the lease either to be taken out, or guaranteed, directly by the employer.

In addition to the rent, each tenant has to pay utilities (*charges*) which usually cover miscellaneous expenses for the building.

### **Taxes payable by the tenant:**

If you have resided in the apartment or house since the 1st of January of a given year, you will have to pay local taxes, *Taxe d'habitation*. This tax varies from one city to another. It depends on several criteria (square meters, number of inhabitants) and the amount is fixed by the city hall. This tax is payable every year. For more information on this subject, you may contact a real estate agency, or a lawyer.

### **Local Newspapers with classified announcements:**

- International Herald Tribune, 6 bis rue des Gravières, 92521 Neuilly Sur Seine Cedex, Tel: 01-41.43.93.00  
Website: [www.iht.com](http://www.iht.com), Email: [iht@iht.com](mailto:iht@iht.com)
- Le Figaro, 66 avenue Marceau 75016 Paris, Tel: 01.56.52.20.00  
Website: [www.explorimmo.com](http://www.explorimmo.com) or [www.lefigaro.fr](http://www.lefigaro.fr)
- France-Soir, 45 avenue Victor Hugo, 93530 Aubervilliers, Tel: 01.53.56.87.00/ Fax 01.53.56.87.68
- France-USA Contacts (FUSAC) 26 rue Bénard, 75014 Paris, Tel: 01-56-53-54-54 /Fax: 01.56.53.54.55;  
Website: [www.fusac.org](http://www.fusac.org) or [www.fusac.fr](http://www.fusac.fr) / Email: [fusac@fusac.fr](mailto:fusac@fusac.fr)
- De Particulier à Particulier, 40 rue Docteur Roux 75015 Paris Tel: 01-40-56-35-35 fax: 01.40.56.39.60;  
Website: [www.pap.fr](http://www.pap.fr)
- In the US: France Contact, P.O. Box 115, Cooper Station, New York, NY 10276, Tel: (212) 777 55 53;  
Fax: (212) 777 55 54, Website: [www.fusac.org](http://www.fusac.org), Email: [franceusa@aol.com](mailto:franceusa@aol.com)

## REAL ESTATE AGENCIES

The following information is made available as a guide for American citizens looking for housing in France. For more information on this subject, you may wish to contact a real estate agency, an attorney or a *notaire* who can render legal advice on estate and property laws.

Real estate agencies are known as *Agences de Location*. They appear in the yellow pages (Professions) under *Agences de Location d'appartements et de propriétés* and *Location d'appartements*. Listed below are several agencies with English-speaking staff: (It should be noted that this list in no way constitutes any sort of recommendation by the U.S. Embassy.)

### **Allô Logement Temporaire**

64, rue du Temple, 75003 Paris  
Tel: 01 42 72 00 06  
Fax: 01 42 72 0311  
Website: [alt@claranet.fr](mailto:alt@claranet.fr)

### **BAI (Brunet Accueil International)**

7 bis rue Decrès, 75014 Paris  
Tel: 01 45 45 10 10  
Fax: 01 45 45 10 11  
Email: [cbrunet3@libertysurf.fr](mailto:cbrunet3@libertysurf.fr)

### **Cabinet George-V**

26, avenue Georges V, 75008 – Paris  
Tel: 01 47 23 30 00  
Fax: 01 47 20 22 45  
Email: [agencegv@aol.com](mailto:agencegv@aol.com)

### **Cattalan-Johnson Immobilier(C.J.I.)**

26 rue Brunel, 75017 Paris  
Tel: 01 45 74 87 77  
Fax: 01 45 74 87 80  
Email: [cattalanjohnson@wanadoo.fr](mailto:cattalanjohnson@wanadoo.fr)  
Website: [www.cattalanjohnson.com](http://www.cattalanjohnson.com)

### **Century 21, France S.A., (Headquarters) Bat D**

3 rue des Cévennes, Petite Montagne Sud,  
CE 1701  
91017 Evry Cedex Lisses  
Tel: 01 69 11 12 21  
Website: [www.century21france.fr](http://www.century21france.fr)

### **Executive Relocations**

6, rue Copernic, 75116 Paris  
Tel: 01 47 55 60 29  
Fax: 01 47 55 60 86  
Email: [info@executive-france.com](mailto:info@executive-france.com)

### **Expat Prestige Service**

8 rue Gounod  
92210 Saint-Cloud  
Tel: 01 46 02 23 83  
Email: [eps.1@wanadoo.fr](mailto:eps.1@wanadoo.fr)

### **FEAU**

86, avenue Victor Hugo  
75116 Paris  
Tel: 0145 53 25 25  
Email: [feau-victor-hugo@daniel-feau.com](mailto:feau-victor-hugo@daniel-feau.com)

### **Flatotel (short-term rent only)**

14, rue du Théâtre  
75015 Paris  
Tel: 01 45 75 62 20  
Website: [www.locaflat.com](http://www.locaflat.com)

### **France Global relocation**

5 rue Mayran  
75009 Paris  
Tel: 01 53 20 01 01  
Fax: 01 53 20 99 40  
Website: [www.Relocation.com](http://www.Relocation.com)  
Email: [sophie-dumas@FGRelocation.com](mailto:sophie-dumas@FGRelocation.com)

### **Interurbis,**

31, rue de Monceau  
75008 Paris  
Tel: 01 45 63 17 77  
Fax: 01 45 61 03 74  
Email: [contact@inter-urbis.com](mailto:contact@inter-urbis.com)

### **Les Citadines (short-term rent only)**

120 Jean-Jaurès, Levallois Paris Cedex 92532  
Tel: 0 825 010 343  
Website: [www.citadines.com](http://www.citadines.com)  
Email: [societes@citadines.com](mailto:societes@citadines.com)

### **Locaflat (short-term rent)**

63 avenue de la Motte-Picquet  
75015 Paris  
Tel: 01 43 06 78 79



## RELOCATION COMPANIES

### **A Good Start in France**

8 rue de l'Exposition  
75007 Paris  
Tel: 01 45 50 25 30/ Fax: 01 45 50 25 32  
E-mail: [info@agoodstart.fr](mailto:info@agoodstart.fr)  
Website: [www.agoodstart.fr](http://www.agoodstart.fr)

### **Cocitra**

73-77 rue Pascal  
75013 Paris  
Tel: 01 44 08 19 80/ Fax: 01 44 08 19 89  
Website: [www.cocitra-relocation.com](http://www.cocitra-relocation.com)

### **Corporate Relocations France**

15 rue Croix Castel  
78600 Maisons-Lafitte  
Tel: 01 39 12 00 60/ Fax: 01 39 12 70 30  
Website: [www.corporaterelo-france.com](http://www.corporaterelo-france.com)

### **Cosmopolitan Services Unlimited**

64, bd Malesherbes  
75008 Paris  
Tel: 01 44 90 10 00/ Fax: 01 44 90 10 11  
Website: [www.cosmopolitanservices.com](http://www.cosmopolitanservices.com)

### **Executive Relocations**

6 rue Copernic  
75116 Paris  
Tel: 01 47 55 60 29/ Fax: 01 47 55 60 86  
Email: [info@executive-france.com](mailto:info@executive-france.com)

### **Expat Prestige Service**

8 rue Gounod  
92210 Saint-Cloud  
Tel: 01 46 02 23 83  
Email: [eps.1@wanadoo.fr](mailto:eps.1@wanadoo.fr)

### **Families on the Move**

10 Chemin du Calabert  
69130 Ecully (Lyon)  
Tel: 04 72 42 39 74  
E-mail: [renna@families-on-the-move.com](mailto:renna@families-on-the-move.com)

### **France Global relocation**

5 rue Mayran  
75009 Paris  
Tel: 01 53 20 01 01/ Fax: 01 53 20 99 40  
Website: [www.Relocation.com](http://www.Relocation.com)  
Email: [sophie-dumas@FGRelocation.com](mailto:sophie-dumas@FGRelocation.com)

### **Geneviève Stein**

42 rue Jean-Jaurés  
92300 Levallois-Perret  
Tel: 01 47 37 36 33

### **Manangement Mobility Consulting**

27-29 rue Raffet  
75016 Paris  
Tel: 01 42 15 00 69/ Fax: 01 40 50 54 54  
E-mail: [mm@management-mobility.com](mailto:mm@management-mobility.com)

### **M2M Tour d'Asnières**

4 avenue Laurent Cély  
92606 Asnières Cedex,  
Tel: 01 41 11 57 70  
Fax: 01 47 91 28 20  
Website: [www.m2m-relocation.com](http://www.m2m-relocation.com)  
Email: [m2m@mail.club-internet.fr](mailto:m2m@mail.club-internet.fr)

### **Relocation International France**

1, rue des Gâte-Ceps  
92210 Saint Cloud  
Tel: 01 46 02 45 59  
Fax: 01 46 02 44 90  
E-mail: [contact@relocation-international.fr](mailto:contact@relocation-international.fr)  
Website: [www.relocation-international.fr](http://www.relocation-international.fr)

### **Sterling Corporate Relocation**

116 avenue Aristide Briand  
93153 Le Blanc-Mesnil Cedex  
Tel: 01 49 39 47 00  
Fax: 01 49 39 47 17  
Website: [www.sterlingrelocation.com](http://www.sterlingrelocation.com)

**Relocation companies provide a range of services ranging from arranging housing, auto registration, and immigration formalities, to school enrollment, home decorating, and cross-cultural training. The Embassy has prepared this list of relocation services that have indicated a desire to work with English-speaking clients. The Embassy, however, assumes no responsibility for the professional ability or integrity of the firms listed above. Inclusion on this list implies no endorsement by the Embassy.**

# HOUSEHOLD EFFECTS (IMPORT/EXPORT)

## EXPORT FROM FRANCE (AS APPLICABLE TO A RETURNING U.S. CITIZEN):

The following documents are required in order to ship personal effects and furniture when moving from France. (Used household & personal items qualify as effects when they have been owned and used for 6 months or more and are intended for personal use in the new place of residence.)

### 1. Inventory Declaration (*Inventaire-Declaration*):

Three copies on plain paper (plus copies in English for U.S. Customs.) This Inventory is a list of all personal effects and furniture, including automobiles, being exported. It must also include a sworn statement declaring that the articles listed on the Inventory have been owned and used by the exporting party for more than 6 months. (U.S. Customs request that this Inventory be as complete as possible, indicating the value and a description of each article.)

### 2. Pass from the Income Tax Office (*Laissez-passer des Contributions Directes*):

May be obtained from the office of the *Contributions Directes* of the place of residence in France. This pass, in effect, should state that no outstanding tax payment is due in France. There are 2 types of passes:

- a. *Certificat de Non-Imposition*, Form No. P234 (or a statement from the tax inspector) for a non-taxpayer - stating that the said party owes nothing in taxes.
- b. *Bordereau de Situation*, Form No. P237 for a tax-payer - stating that there is no outstanding tax to be paid in France.

### 3. A Change of Residence Certification (*Certificat de changement de domicile*):

may be obtained upon presentation of the *laissez-passer* from the Income Tax office (II) and one copy of the Inventory Declaration (I.) An American obtains this document from the Prefecture de Police, Services des Etrangers, 1, rue de Lutèce, 75004 Paris if he, or she lives in Paris --or-- from the Prefecture de Police, or Mairie, if he, or she lives in the suburbs of Paris or in the provinces.

### 4. For someone who has been employed in France:

It is recommended that he/she obtain a letter from his/her employer stating that he/she is leaving France after so many months or years of residence.

#### Restrictions:

- 1. For the exportation of collector's items or items more than 100 years old there are long & expensive formalities including a *Permis d'Exportation* (Export Permit) which can be obtained from the Banque de France or the French Customs office. For all questions concerning exportation of works of art or other valuable items, please contact the

Centre de renseignements douaniers  
23 bis rue de l'Université  
75700 Paris 07 SP /  
Tel: 01 40 24 65 10

2. In order to export a quantity of alcoholic beverages a permit is required from the Tax office.
3. A certificate of origin is needed to export Champagnes & Cognacs. (This document is provided by the wine merchant.)

**KEYS:** should be labeled and attached to all trunks or pieces of furniture

### **Exporting Automobiles:**

If exporting a car, it should be listed on the Inventory Declaration for U.S. Customs, stating the year of manufacture, the original cost, the make, the model, and whether it meets U.S. specifications.

### **IMPORT INTO FRANCE:**

The documents listed below are required for the duty-free shipment of personal effects & furniture by a person moving to France. (Effects and furniture are considered to be personal effects when they have been owned and used for six months or more, (or one year for an automobile,) and are intended for personal use in the new place of residence.) French regulations require that the effects be shipped within a period of one year from the declared date on the stamped Change of Residence Certification.

#### **1. A Change of Residence Certification (*Certificat de Changement de Domicile*):**

May be obtained at the French Embassy or consulate nearest the place of departure. This certification states the date of the change of residence and MUST be stamped by a French consular official.

#### **2. Detailed Inventory (*Inventaire Détaillé*):**

A list of all personal effects and furniture, including automobiles, being imported; to be dated & signed by the importer. This Inventory should be as complete as possible, indicating the value in dollars and giving a description of all valuable properties, such as antiques, collector's items, and cars. The Inventory must also include a sworn statement declaring that the articles listed on the Inventory have been owned and used by the importing party

- (a) for at least six months for all personal effects, and furniture,
- (b) for at least one year for automobiles, and
- (c) stating that there are no outstanding U.S. taxes owed on the vehicle.

This Inventory should be in French and must be stamped at a French Embassy or consulate.

For all questions concerning importation of works of art or other valuable items, please contact the:

Centre de renseignements douaniers  
23 bis rue de l'Université  
75700 Paris 07 SP /  
Tel: 01 40 24 65 10

### **Included as Duty-Free Household Effects:**

Cats and dogs; stamp collections, provided they are for personal and not for commercial use; tradesmen's hand tools; bicycles; sewing machines; typewriters; automobiles; one television and one radio.

### **Household Effects that are not Duty-Free:**

Motors imported separately from the vehicle or appliance; speed boats; pleasure craft (except canoes and kayaks); school, store & office furniture; wine, alcoholic beverages; trucks and utility vehicles; and raw materials.

### **Restrictions on Duty-Free Household Effects:**

A person who is importing a television should go to a *Radiodiffusion Television* office soon after arrival in France. All televisions used in France are subject to taxation (*redevance audiovisuelle*.) However, some American-made televisions must be drastically adapted to work in France, (which uses a SECAM L system) and the cost of this procedure is often higher than the cost of a new television. There are customs restrictions on the importation of various guns, ammunitions, and certain printed matter. Check with the nearest French Consulate in the U.S. to obtain the specific restrictions on the importation of these objects.

## **Personal Services:**

### **At Your Service :**

This company offers a comprehensive range of personal, corporate, and tourist assistance aimed at simplifying busy personal or professional schedules, reducing stress, and giving you the gift of time. Some of these services are: post office errands, purchasing tickets to events, party planning, moving assistance etc.

Tel: 01 47 95 12 90 / Website: [www.cestfait.com](http://www.cestfait.com) / e-mail: [info@cestfait.com](mailto:info@cestfait.com)

### **Culture Crossings:**

Seminars and workshops on intercultural management issues and living in France and other countries, as well as books about getting the most out of working, visiting and living in France. Polly Platt, consultant and author of French or Foe and Savoir-Flair, established the company in France in 1986. Culture Crossings, Ltd., 51, rue de Bellechasse, 75007 Paris / Tel: 45 56 04 62 fax: 01 45 55 91 86 website: [www.pollyplatt.com](http://www.pollyplatt.com) / e-mail: [platt@club-internet.fr](mailto:platt@club-internet.fr)

## AUTOMOBILE AND DRIVING INFORMATION

If you are a temporary visitor to France (less than 90 days,) you may drive with a valid U.S. driver's license. In addition to having your U.S. driver's license, visitors are strongly advised to carry an International Driving permit, or attach a French translation to their U.S. driver's license.

If you are a resident of France (holder of a *carte de séjour* or *carte de residence*,) you may drive in France with a valid U.S. driver's license for a one-year recognition period, beginning on the date of validity of the first *carte de séjour* (exception for students who are allowed to use their driver's license for the duration of their studies.) In addition to having your U.S. driver's license, residents are also required to attach a French translation done by a sworn translator (*traducteur expert-juré*) or an International Driver's license. **Students** are allowed to use their drivers' licenses for the duration of their studies.

NOTE: Persons with valid driver's licenses, issued prior to their first entry into France as a resident, from the states of **Colorado, Connecticut, Delaware, Florida, Illinois, Kansas, Kentucky, Michigan, New Hampshire, Ohio, Pennsylvania, South Carolina and Virginia** may directly 'exchange' their state driver's licenses for French permits. This is because these 13 states offer a reciprocal privilege of exchange for French citizens holding French permits in the U.S.

### OBTAINING A FRENCH DRIVER'S LICENSE:

*(Please note that you will relinquish your U.S. driver's license when you choose the option of exchanging it for a French license. If you would like to keep your U.S. license you will have to pass both the written and road tests in France. A French license can be exchanged for a U.S. license if the original U.S. license was obtained in one of the 13 states mentioned below.)*

If you have a driver's license from one of these 13 states: **Colorado, Connecticut, Delaware, Florida, Illinois, Kansas, Kentucky, Michigan, New Hampshire, Ohio, Pennsylvania, South Carolina and Virginia** apply for the French driver's license (*permis de conduire*) in your city of residence at least three months before the expiration of your first year of residency to allow sufficient time for the required formalities. Go to the Prefecture de Police to make the exchange. If residing in Paris, apply in person at the Prefecture de Police (ground floor,) 7 Boulevard du Palais, 75004 Paris - Métro: Cité, Tel: 01-53-71-53-71 (ask for the *service des permis de conduire*.) Hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

All applicants for exchange must furnish the following documents (before the end of the first year of residence, otherwise the driver is no longer insured):

1. Form to request the driver's license (available at the Prefecture)
2. The U.S. Driver's license with sworn translation in French. (For married women, if maiden name or married name does not appear on the driver's license, a statement or official document showing both names is required.) Some préfectures may also require a 'notarized translation' done in the form of an sworn affidavit at the consular section of the Embassy (notaries) between 9:00 a.m. and 12:00 p.m. on Tuesday, Wednesday, Thursday, or Friday for a \$30 fee, or the euro equivalent; each additional seal provided at the same time in connection with the same transaction will cost \$20, or the euro equivalent.

3. Proof of current address: Statement of domicile or electricity bill or rent receipt;
4. *Carte de séjour* with photocopy of both sides;
5. Two (2) passport size photographs;
6. This service may be free of charge in certain areas. Please check with your local préfecture.

**If you do not have a driver's license from one of the 13 states with reciprocity agreements: Colorado, Connecticut, Delaware, Florida, Illinois, Kansas, Kentucky, Michigan, New Hampshire, Ohio, Pennsylvania, South Carolina and Virginia...**

If you do not have a driver's license from one of the 13 states with reciprocity agreements, you must take the written and driving portions of the French licensing examination before you have resided in France for one year. **If you continue to drive with your U.S. license after one year of French residency, then the driver is no longer insured.** Once the file is approved by the Prefecture, there is a one month required waiting period before the candidate is eligible to sit for the written test. Once the written test is passed, there is another required waiting period of two weeks before the candidate is permitted to take the driving test. Taking into account the waiting periods, the application process should be started well before the end of the first year of residence.

The French license that you will obtain is a restricted license (*permis probatoire*) based on 6 points, and valid for three years. A regular license has 12 points. Points may be deducted as a result of infractions of the French driving code during the three year probationary period. If all the points are subtracted during this time, then the license will be revoked. After the initial three-year period, in which you have maintained a good driving record, you will receive a regular license that has 12 points.

Although there is no required number of lesson hours, the driving exam must be completed with a dual command car. As a consequence, you will have to go through a driving school. Special sessions are organized for people who do not speak French well. In order to make the written test easier for non-French speakers, you may request to be assisted by a translator, who may be a friend or relative.

### **Driving schools**

The Embassy assumes no responsibility for the professional ability or integrity of the listed persons or agencies. All firms on this list have at least one English-speaking instructor, although their fluency may vary.

<b>Fehrenbach Driving School</b> , 53 Blvd Henri-Sellier, 92150 Suresnes	Tel: 01 45 06 31 17
<b>Parc des Princes</b> , 8 rue Lecomte du Nouy, 75016 Paris	Tel: 01 47 43 13 62
<b>Permis International</b> , 18 rue d'Avron, 75020 Paris	Tel: 01 43 48 40 06

## REPLACING EXPIRED, LOST OR STOLEN U.S. DRIVER'S LICENSES:

The Embassy is not authorized to replace expired, lost and stolen U.S. driver's licenses. Only the Department of Motor Vehicles in the driver's home state can perform that service.

If you had your driver's license stolen in France, immediately report it to the *commissariat* of police having jurisdiction over the area where the theft occurred. The commissariat will issue a *Recepissé de Declaration de Perte ou de Vol de Pieces d'Identite* ("Acknowledgement of Declaration of Theft of Identity Documents".)

No report will be made for lost driver's licenses.

This *recepissé* will generally substitute for a driver's license for a few weeks while a replacement is being obtained. The *recepissé* is good for this purpose only in France. If your state requires a sworn affidavit or a notarized application for a replacement license, the Embassy's Office of American Services can notarize the application Tuesday through Friday from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00. **As of August 2, 2004 this service will be available from 9:00 a.m. to 1:00 p.m., Tuesday, Wednesday Thursday and Friday, except on French and American holidays.** (See page 28.)

### International Driver's License:

The American Automobile Association (AAA) issues International driver's licenses in the United States. You will have to request an application "APPLICATION FOR INTERNATIONAL DRIVING PERMIT or INTER-AMERICAN DRIVING PERMIT" from the

American Automobile Association,  
1000 A A A Drive  
Heathrow FL 32746-5063

or from your local AAA office (please check their website <http://www.aaa.com> for state-by-state recommendations.) Return the completed application to the appropriate state address, or to the address in Florida provided above, with a photocopy of your valid U.S. driver's license, two passport-size (2 x 2 inches or 5 x 5 cm.) photographs and a check (U.S. banks only) or International money order for \$10.00 payable to the AAA. The International driver's license issued by the AAA is valid for one year.

The American Automobile Touring Alliance offers permits through the National Automobile Club. Call (650) 294-7000 (M-F, 8:30-5:00 Pacific Time) or access their website at [www.nationalautoclub.com](http://www.nationalautoclub.com). This international permit is valid for only one year from the date of issue, and must be accompanied by a valid U.S. Driver's license.

An International driver's license is valid only for use by U.S. citizens who are here temporarily (less than 90 days.) The International Driving Permit is translated into the nine official languages of the United Nations, including French and English and serves as a translation to be used in conjunction with the visitor's valid driver's license. It can be useful in emergencies such as traffic violations or auto accidents, particularly when a foreign language is involved.

## CAR INSURANCE AND REGISTRATION

An unlimited third party liability insurance policy is compulsory for all automobiles driven in France. Whether the owner accompanies the automobile or not, the vehicle must be insured. As proof of insurance, the owner must present an international motor insurance card (yellow if the policy is purchased in France, green otherwise) showing that the vehicle is insured in France. Please see the list of English-speaking insurance companies in Paris.

### **Documentation for motor vehicles:**

General Information: Foreign-registered automobiles entering France by road or ferry are not normally documented by French Customs at the point of entry. Vehicles shipped to France are treated differently. The shipping company is issued a *declaration d'admission* by French Customs at the seaport which is delivered to the owner with the car.

The French Customs Office decides if U.S. license plates can be used in France or if French plates (*plaques d'immatriculation*) are required. In general, cars imported for less than three months can keep their U.S. plates; those brought in for more than three months need French plates. After having cleared their vehicles through a French port of entry, Americans who plan to reside temporarily or permanently in France should consult the local Customs Office to establish the status of their vehicles. In Paris, the address is: French Customs Office (*Bureau du dédouanement*), 1 Boulevard Ney, 75018 Paris; Tel: 01 53 35 92 00.

In addition to license plates, imported automobiles should have a nationality *plate* (*plaque de nationalite*) mounted near the rear license plate. These plates (usually an adhesive plastic disk) can be purchased at most auto accessory stores. An American using U.S. license plates should mount a "USA" disk.

Once an imported vehicle has been processed through the French Customs Office, the most practical way to document the vehicle or, if necessary, to register it (obtain a *certificat d'immatriculation*, often referred to as *carte grise*) and get license plates is to apply to: Automobile Club de l'Ile de France, 14 avenue de la Grande Armée, 75017 Paris, Tel: 01-40-55-43-00, Website: [www.autoclubs.org](http://www.autoclubs.org), Email: [acf@autoclubs.org](mailto:acf@autoclubs.org).

The Automobile Club has offices or representatives in most cities and larger towns in France, and motorists outside of Paris should contact the regional offices in major cities to document their vehicles.

### **Tourists:**

Foreign tourists may bring a car or motorcycle into France duty-free, and operate their vehicles with foreign license plates and a nationality disk. No other documentation is required as long as the vehicle is exported within three months. Americans who buy a car in France for tourist use and export without paying the French sales tax (T.V.A.) will be authorized temporary "TT" license plates by the French Customs Office for a period of six months only.



### **Temporary Residents:**

Temporary residents (holders of *cartes de séjour temporaire*) are exempted from payment of customs duties on cars they import if they can show that they will stay in France less than one year and that they have a permanent residence outside of France. An incoming resident must have owned the vehicle at least six months before coming to France, and have resided outside of France for at least one year.

### **Long-Term Residents:**

Americans residing in France (holders of three-year *carte de séjour de résident ordinaire* and the ten-year *carte de séjour de résident privilégié*) are not entitled to customs exemptions on imported motor vehicles. They must pay customs duties, register the vehicle, and equip it with French license plates. It must also be shown that the vehicle has been registered and all taxes and duties paid in the country from which the vehicle is being imported. In addition, the owner of a car accorded duty-free status must give assurances that the vehicle will not be sold or used by someone else in France for at least one year from the date of authorization of duty-free status. Some categories of foreigners may be granted duty-free entry of cars for more than a year. All questions of exemptions (*franchise douanière*) and extensions of exemptions should be referred to the French Customs Office in French at <http://www.douane.gouv.fr/>; French customs office in English at: [www.info-france-usa.org](http://www.info-france-usa.org).

### **Sales and transfers of ownership:**

The sale of a car imported duty-free must be processed at the French Customs Office. Both the buyer and the seller must execute a title transfer request (*demande de transfert*.) The seller must also complete a bill of sale (*certificat de vente*). Foreigners must present their passports, as well as all ownership documents.

A vehicle in temporary, duty-free status in France can be sold to another non-resident without payment of customs duties and taxes if the car is exported from France before expiration of the duty-free period. Only one such duty-free transfer can be made for any single vehicle. Customs duties and taxes must be paid by the seller to the French Customs Office on any car sold to a resident of France. The seller must give the customs certificate (*certificat de dedouanement*) to the buyer as proof that customs duties have been paid on the vehicle.

After obtaining approval from the Customs Office, a foreign buyer must register the car at the Prefecture of Police or at the automobile club of their choice (see above.) The registration of the vehicle should be processed as quickly as possible (within two weeks) after the Customs Office formalities are completed. An American planning to sell a duty-free vehicle should inform the Paris or local Customs Office of their intentions and confirm that the circumstances of the sale pose no customs problems.

### **French specifications:**

To use a car imported from the U.S. to France for more than 6 months, you need approval from the 'Service des Mines' of the Prefecture. For Paris, please contact the Prefecture de Police, Service des Mines; Tel: 01 53 71 33 69

## MARRIAGE

The following information is for the guidance ONLY of civilian American citizens contemplating marriage in France. Although marriage statutes in the United States vary from state to state, a marriage performed in France under French law is recognized in all states. American diplomatic and consular officers DO NOT have the legal authority to perform marriages. Marriages CANNOT be performed within the Embassy or within an American consular office in France.

### **Civil and religious ceremonies:**

Civil Ceremony: To be legal, all marriages in France must be performed by a French civil authority, i.e., an *officier de l'état civil*, BEFORE any religious ceremony takes place. In practice, this means the mayor (*maire*) or his legally authorized representative, such as a deputy mayor (*adjoint*) or a town councilor (*conseiller municipal*), of the town in which one of the parties to be married has resided for at least forty (40) days immediately preceding the marriage. All Americans marrying in France must comply with this requirement.

Religious ceremony: A religious ceremony may be performed AFTER (never before) the civil ceremony. The minister, priest or rabbi performing the religious ceremony will require the certificate of civil marriage (*certificat de célébration civile*) as proof that the civil ceremony has taken place.

### **Residence requirement and place of marriage:**

At least one of the contracting parties must have resided in France for forty (40) days continuously prior to the marriage: The *mairie* (city hall) or town where the civil ceremony takes place is dictated by the place of residence. If both of the parties to marry meet the residence requirement, but resided in different districts, the civil ceremony may take place in either district of residence. The 40-day residence requirement cannot be waived. Unfortunately, this precludes a wedding in Paris in those cases where both parties are only visiting for a short stay.

### **Publications of banns:**

French law also requires the posting of marriage banns at the appropriate *mairie* no less than ten (10) days preceding the date of marriage. The first publication of the banns can be made only at the end of thirty (30) days of residence in France by one party to the marriage. Only in very exceptional cases can this requirement be waived by a French authority (the Procureur de la République for the district in which the marriage will take place.)

\* Each *mairie* may require that the complete marriage file be presented as much as 10 or more days prior to the publication of banns. Please contact your *mairie* to find out exactly what the timeframe is.

## Marriage certificate:

Couples married in France automatically receive a *livret de famille*. This is a booklet which serves as an official record of the marriage and subsequent events in the family such as births, deaths, divorce or name changes. In France, the *livret de famille* is an official document.

It is also possible to obtain a marriage certificate (*extrait d'acte de mariage*) by writing to the *mairie* where the marriage took place. You must indicate:

- a) The date and place of the marriage; and
- b) The full names (including wife's maiden name) of the two parties. If the certificate is to be mailed in France, the request should be accompanied by a self-addressed, stamped envelope. If the certificate is to be mailed to a U.S. address, provide a self-addressed envelope with a Universal Postal Union coupon to cover international postage costs.

## Documentary requirements:

It is very important that you first learn exactly, from the city hall (*mairie*), all the documentary requirements for marriage in their district, and whether they will accept affidavits available at the Embassy.

Most *mairies* in France require some or all of the following documents:

- **A valid U.S. passport, or a French residence permit (*carte de sejour*);**
- **A birth certificate (*extrait d'acte de naissance*) less than 3-months-old.** (Some city halls require an *apostille* on the birth certificate, please see section on pages 97-107 for more information.)

Most city halls require that you present a certified copy of your birth certificate less than 3-months-old along with a sworn translation. You must obtain the translation from a sworn translator (*traducteur assermenté*) Sworn translators are listed at every *mairie*. The Office of American Services of the U.S. Embassy also has a list. The Embassy does not provide translation services. Some city halls may accept a notarized affidavit (*Attestation d'identité et de nationalité*) executed before an American Consular officer in France. Because the information on American birth certificates differs from that provided on French birth certificates, individuals born in the U.S. must generally submit additional information about their marital status. The fee is \$30.00, or the euro equivalent per initial signature/seal; each additional signature/seal provided at the same time in connection with the same transaction will cost \$20 or the euro equivalent.

- In order to obtain a certified copy of your U.S. birth certificate, please refer to the following website **[www.vitalchek.com](http://www.vitalchek.com)**
- **An affidavit of marital status (*certificat de célibat ou de non-remariage*) less than 3-months-old:**  
French city halls also usually require a certificate of celibacy. It can be done in the form of a notarized affidavit (*Attestation tenant lieu de Certificat de Célibat ou de non-remariage*) executed before an American Consular officer in France. The fee is \$30.00, or the euro equivalent per initial signature/seal; each additional signature/seal provided at the same time in connection

with the same transaction will cost \$20 or the euro equivalent. Again, keep in mind that some city halls do not accept affidavits and have special requirements. See page 28 for office hours.

- **An Affidavit of law (*certificat de coutume*):**

Some *mairies* may request an Affidavit of Law and Customs (*Certificat de Coutume*) in addition to the Affidavit of Marital Status. The Affidavit of Law and Customs is a statement about U.S. marriage laws, certifying that the American citizen is free to contract marriage in France and that the marriage will be recognized in the United States.

The Embassy can provide you with a document called *attestation tenant lieu de certificat de coutumes* which can replace the actual *certificat de coutumes* for marriage purposes. Please note that there are two types of documents depending on whether it is a first marriage. Again, keep in mind that some city halls do not accept affidavits and may need a 'real' affidavit of law issued by an attorney licensed to practice in both France and the United States. The Affidavit of Law is prepared on the basis of the attorney's examination of the individual's documentation (divorce decree, death certificate of spouse, etc.,) and verification and citation of the applicable marriage laws of the United States. The fee associated with it is the same as the notarial fee. (See page 28 for office hours.)

- **A medical certificate (*certificat d'examen médical prénuptial*) less than 2 months-old:**

Each party to marriage must obtain a pre-nuptial medical certificate (*certificat d'examen médical prénuptial*) attesting that the individual was examined by a doctor *en vue de mariage*. The marriage banns cannot be published until medical certificates have been submitted to the *mairie*. The certificates must be dated no earlier than two months before the publication of banns. Any qualified doctor can perform the medical examination (the Embassy publishes a list of English-speaking doctors.)

Individuals coming directly from the United States can be medically examined in the United States by a physician approved by the local French Embassy or Consulate (usually, a list of such physicians is furnished by the Consulate.) However, authorities in France require that the original certificate be in the French language, or that an official translation notarized by a French consul in the United States be submitted with the certificate in English. The two-month limitation of validity also applies in such a case.

- **proof of domicile (*justificatifs de domicile*):**

You will need to present 2 proofs of domicile to the *mairie* in the city of marriage (i.e.: electricity or telephone bills, rent etc.)

- ***certificat du notaire*:**

In addition to the above, if the parties to marriage opt for a prenuptial contract governing their respective properties (*régime du mariage*,) the French notary preparing the contract will give the couple a certificate (*certificat du notaire*) which must be presented to the *mairie* as well.

For information concerning the <b>PACS</b> (Pacte civil de solidarité) please consult the following website page: <a href="http://www.france.diplomatie.fr/etrangers/vivre/pacs/#1">http://www.france.diplomatie.fr/etrangers/vivre/pacs/#1</a>
---

## FRENCH PUBLIC DOCUMENTS

### **BIRTH CERTIFICATE (*Extrait de Naissance*):**

1. For persons born in France -- may be obtained from the Office of the Mayor (*La Mairie*) at the place of birth. Address a request for this document in the following format:

Monsieur le Maire  
Bureau de l'Etat-Civil (**this is an example, please fill in the appropriate address**)  
Mairie de Boulogne sur Mer  
62200 Boulogne sur Mer, France

2. For French nationals born in a foreign country

Ministère des Affaires Etrangères  
Direction des Français à l' Etranger  
Service Central de l'Etat-Civil  
11, rue Maison Blanche, 44000 Nantes Cedex 9  
Tel: 02 51 77 30 30 / 38 40  
Fax: 02 51 77 36 99

Requests for a birth certificate in either case, A or B above, must include:

- (a) The applicant's full name at the time of birth;
- (b) The date and place of birth;
- (c) Father's full name;
- (d) Mother's full name at the time of the applicant's birth, including maiden name.

The request must be accompanied by a self-addressed stamped envelope. There is no charge for a copy of a birth certificate.

### **DEATH CERTIFICATE (*Acte de Décès*):**

Death certificates are obtained from the Office of the Mayor (*La Mairie*) where the death occurred. The request must include:

- (a) the full name of the deceased;
- (b) and the date and place where the death occurred.

The request must be accompanied by a self-addressed, stamped envelope. There is no charge for a copy of a death certificate.

## **MARRIAGE CERTIFICATE (*Acte de Mariage*)**

Marriage certificates are obtained from the Office of the Mayor (La Mairie) of the town where the marriage took place.

The request must include:

- (a) The date and place of the marriage;
- (b) The full names of the two persons involved.

The request must be accompanied by a self-addressed stamped envelope. There is no charge for a copy of a marriage certificate.

**“LIVRET DE FAMILLE”** (if this document was not issued at a French Consulate abroad) :

Ministère des Affaires Etrangères  
Direction des Français à l' Etranger  
Service Central de l'Etat-Civil  
11, rue Maison Blanche, 44000 Nantes Cedex 9  
Tel: 02 51 77 30 30 / 38 40  
Fax: 02 51 77 36 99

## **DIVORCE CERTIFICATE (*Acte de Divorce*):**

Divorce certificates are obtained from the Office of the Mayor (La Mairie) where the divorce took place. The request must include: (a) the date of the divorce; (b) the full names of the two persons involved. The request must be accompanied by a self-addressed stamped envelope. There is no charge for a copy of a divorce certificate.

## **DIVORCE JUDGMENT (*Jugement de Divorce*):**

Divorce judgments are obtained from the *Greffe du Tribunal Civil* where the judgment was pronounced.

Example of address: Paris: Monsieur le Greffier, Tribunal de Grande Instance, 4, boulevard du Palais, 75001 Paris, France

A town outside Paris -- Cherbourg, for example: Monsieur le Greffier, Greffe du Tribunal Civil, 50100 Cherbourg.

The request must include:

- (a) The date of the divorce;
- (b) The full names of the two persons involved.

The request must be accompanied by a self-addressed stamped envelope. There is no charge for a copy of a divorce judgment.

## **POLICE RECORD (*Extrait de Casier Judiciaire*):**

Police certificates can be obtained by any person, regardless of nationality, who has resided in France at any time after the age of 15 years. Police certificates can be obtained from the:

Service du Casier Judiciaire  
107 rue du Landreau  
44079 Nantes Cedex  
Tel: 02 51 89 89 51

The request must include:

- (a) The applicant's full name and any other names (including maiden) by which he or she has been known;
- (b) The date and place of birth;

There is no charge for a copy of a Police Record

Record of Criminal Conviction: copies of any criminal judgments against you are included in the Police Record (*Casier Judiciaire*.) Copies of criminal convictions which have been expunged are not obtainable.

## **MILITARY RECORD:**

Military records for the Army and the Air Force (*Certificat de Position Militaire*) and for the Navy (*Etat Signalétique des Services*) are available to all male French citizens who have attained the age of majority, whether or not military service has been performed. Military records for the Army are obtained from:

Direction du Personnel Militaire de l'Armée de Terre  
14 Rue St. Dominique  
75997 Paris Armées

Military records for the Air Force are obtained from:

Direction du Personnel Militaire de l'Armée de l'Air  
26, Boulevard Victor  
75996 Paris

Military records for the Navy are obtained from:

Direction du Personnel Militaire de la Marine  
2 Rue Royale  
75200 Paris Naval

There is no charge for a copy of a military record. Military records are not available to persons who are not liable for military service in France.

## APOSTILLE

The United States and France are both parties to the Hague Convention which abolishes the requirement of legalization for Foreign Public Documents and simplifies the procedure necessary for French documents to be used in the United States.

Documents issued in one country which need to be used in another country must be “authenticated” or “legalized” before they can be recognized as valid in the foreign country. This is a process in which various seals are placed on the document. Such documents range from powers of attorney, affidavits, birth, death and marriages records, incorporation papers, deeds, patent applications, home studies and other legal papers. The number and type of authentication certificates that you will need to obtain depend on the nature of the document.

The *apostille* must be affixed at the government agency in the country which issued the original document. The Embassy does not have the authority to affix an *apostille* to your American documents.

In France, there is no charge for the Apostille, which normally should be ready for pick up in 24 hours.

### APOSTILLE INFORMATION IN FRANCE:

For Paris Residents, please go to the following office:

PALAIS DE JUSTICE  
Service Apostille  
*Salle des pas perdus (Kiosque accueil)*  
6, boulevard du Palais, 75001 Paris.  
(Métro: Chatelet / Saint-Michel / Cité)  
Tel: 01 44 32 51 37

**Hours: 9:30 a.m. - 12:00 p.m. and 2:30-4:00 p.m.**

For those outside of Paris, please go to the Procureur General or the nearest Appeals Court with questions on which documents require certification for recognition in the United States

The Office of American Services continues to perform notarial services for those wishing to execute documents in the presence of a U.S. Consular Officer. The fee is \$30.00, or the euro equivalent per initial signature/seal; each additional signature/seal provided at the same time in connection with the same transaction will cost \$20 or the euro equivalent.

Notarials are available Tuesday through Friday between 9:00 a.m. to 12:30 p.m. and 1:00 p.m. to 3:00 p.m., except on American and French holidays. **(As of August 2, 2004, notarial services will be available Tuesday through Friday from 9:00 a.m. to 1:00 p.m.,** except on French and American holidays.) Please bring a passport or other photo ID (passport, *carte d'identité*, or driver's license) as a means of verifying your identity.



## **Apostille for documents issued in the U.S.**

If you have a document which you want legalized for use in another Convention country, the Convention certification called an *apostille* must be affixed to the document by a competent authority. The *apostille* is a pre-printed form prescribed by the Convention.

### **PROCEDURE:**

Since the authorities designated by the U.S. to affix the *apostille* can only attest to the validity of certain seals, it may be necessary for you to obtain some intermediate seals on your document, depending on the origin of the document, before the *apostille* can be affixed. There is no single U.S. competent authority to issue the Convention *apostille*. There are different authorities for documents originating in state and local jurisdictions, Federal courts and Federal government agencies. Contact the competent local authority who will affix the certification (*apostille*) on your document. Please see appendix B (pages 99-107) for a list of the competent authorities. If it is necessary for you to obtain some intermediate seals on your document before obtaining the Convention *apostille*, consult the appropriate state or federal authority listed.

### **Hague “Apostille” Authentication Certificate:**

Article 7 of the Convention provides for the use of a standardized authentication certificate called an *apostille*. A sample *apostille* certificate is provided in appendix C of this guide. The *apostille* consists of the following: 1) name of country from which the document emanates; 2) name of person signing the document; 3) the capacity in which the person signing the document has acted; 4) in the case of unsigned documents, the name of the authority that has affixed the seal or stamp; 5) place of certification; 6) date of certification; 7) the authority issuing the certificate; 8) number of certificate; 9) seal or stamp of authority issuing certificate; and 10) signature of authority issuing certificate.

### **Fees:**

Fees charged by federal and state government authorities are listed below. Please note that fees vary from state to state and are subject to change. For current fees please see [www.travel.state.gov/hague\\_foreign\\_docs.html#states](http://www.travel.state.gov/hague_foreign_docs.html#states)

### **FEDERAL COMPETENT AUTHORITIES:**

If the Origin of the Document and/or Seal is a Federal Executive or Administrative Agency, Contact:

Authentication Office, U.S.  
Department of State,  
518 23rd St., N.W.,  
Washington, D.C. 20520  
(202) 647-5002 Fee: \$5.00

For additional information, call the Federal Information Center: 1-800-688-9889, and choose option 6 after you press 1 for touch tone phones. Walk-in service is available from the Authentication Office from 7:30 a.m. to 11 a.m. noon Monday-Friday, except holidays. Walk-in service is limited to 15 documents per person per day (documents can be multiple pages.) Processing time for authentication requests sent by mail is 5 working days or less. See also, the State Department’s Home.): [www.state.gov](http://www.state.gov) (look under Other Services)

**U.S. Courts**

Clerks and Deputy Clerks of the Federal Court System.

Fee: \$5.00.

For the purposes of the Convention, clerks and deputy clerks of the U.S. Courts shall include the clerks and deputy clerks of the following: The Supreme Court of the United States, the Courts of Appeals for the First through the Eleventh Circuits and the District of Columbia Circuit, the United States District Courts, the United States Court of Claims, the United States Court of Customs and Patent Appeals, the United States Court of International Trade, the United States District Court for the District of the Canal Zone, the District Court of Guam, the District Court of the Virgin Islands, and the District Court for the Northern Mariana Islands.

## Appendix B (Apostille in the U.S.)

### Authentication Authorities - State, Territories and Other Jurisdictions

The following state authorities are authorized to issue the Convention *apostille* legalizing state documents:

#### **Alabama**

Office of the Secretary of State

Authentication Section

State Capitol, Room E-204

600 Dexter Ave.

Montgomery, AL 36104

334-242-7210

<http://www.sos.state.al.us/authenticate/index.htm>

**Fee: \$5.00**

Designated Authority: Secretary of State

#### **Alaska**

Notary Administrator

Office of the Lieutenant Governor

P.O. Box 110015

Juneau, AK 99811- 0015

907-465-3509

<http://www.gov.state.ak.us/lsgov/notary/authentication.htm>

**Fee: \$2.00**

Designated Authority: Lieutenant Governor;  
Attorney General; Clerk of the Supreme Court

#### **Arizona**

Office of the Secretary of State

Business Services Division, Notary Section

1700 W. Washington, 7th Floor

Phoenix, AZ 85007-2888

602 542-4086/ 602 542-4758

<http://www.sosaz.com/notary>

**Fee: \$3.00**

Designated Authority: Secretary of State; Assistant  
Secretary of State.

#### **Arkansas**

Office of Secretary of State

Corporations Division

State Capitol

Little Rock, AR 72201-1094

501-682-3409

<http://www.sosweb.state.ar.us/business.html>

**Fee: \$10.00**

Designated Authority: Secretary of State; Chief  
Deputy Secretary of State.

#### **California**

Office of the Secretary of State

Business Programs Division

Notary Public Section

P.O. Box 942877

Sacramento, CA 94277-0001

916-653-3595

<http://www.ss.ca.gov/business/notary/notary.htm>

**Fee: \$20.00**

Designated Authority: Secretary of State; any  
Assistant Secretary of State; any Deputy Secretary  
of State.

#### **Colorado**

Office of Secretary of State

1560 Broadway, Suite 200

Denver, CO 80202

303-894-2680

[http://www.sos.state.co.us/pubs/info\\_center/2001fees.htm](http://www.sos.state.co.us/pubs/info_center/2001fees.htm)

**Fee: By Mail: \$2.00 While You Wait: \$17.00**

Designated Authority: Secretary of State; Deputy  
Secretary of State.

**Connecticut**Office of the Secretary of State  
Authentication Unit

30 Trinity St.  
Hartford, CT 06106  
860-509-6135  
<http://www.sots.state.ct.us/recordslegislativeservice/s/authen.html#orders>

**Fee: \$20.00**

Designated Authority: Secretary of State; Deputy Secretary of State.  
or

Office of Secretary of State  
Administrative Procedures Unit

2 Martin Luther King Jr. Drive  
Suite 820 - West Tower  
Atlanta, Georgia 30334  
404-656-2885  
<http://www.sos.state.ga.us/administration/notary.htm>

**Fee: \$3.00**

Designated Authority: Secretary of State; Georgia Superior Court Clerks' Cooperative Authority.

**Delaware**Office of Secretary of State  
Notary Division

401 Federal St., Suite 3  
Dover, DE 19901  
302- 302/739-4111  
<http://www.state.de.us/sos/sos.htm>

**Fee: \$10.00**

Designated Authority: Secretary of State; Acting Secretary of State.

**District of Columbia**Office of the Secretary, D.C.  
Notary Commissions & Authentications Section

441 4th St. N.W. (One Judiciary Square)  
Washington, D.C.  
202-727-3117  
<http://os.dc.gov/info/notary/notary.shtm#document>  
**Fee: \$10.00**

Designated Authority: Executive Secretary;  
Assistant Executive Secretary; Mayor's Special Assistant and Assistant to the Executive Secretary;  
Secretary of the District of Columbia.

**Florida**Department of State  
Office of International Affairs  
Notary Certification/Apostille Section

The Capitol Building  
Suite 1902  
Tallahassee, FL 32399-0250  
804-488-7521  
<http://notaries.dos.state.fl.us/notproc7.htm>

**Fee: \$10.00**

Designated Authority: Secretary of State

**Georgia**Georgia Superior Court Clerks' Cooperative Authority  
Notary Division

1875 Century Boulevard, Suite 100 Atlanta, GA 30345  
404-327-6023  
<http://www2.gscca.org/projects/apost.html>

**Hawaii**Office of the Lieutenant Governor

State Capitol, 5<sup>th</sup> Floor,  
Honolulu, Hawaii 96813  
808-586-0255  
<http://www.state.hi.us/lrgov/page8.html>

**Fee: \$1.00**

Designated Authority: Lieutenant Governor of the State of Hawaii.

**Idaho**Office of Secretary of State  
Notary Department

Box 83720  
Boise, ID 83720  
208- 332-2810  
<http://www.idsos.state.id.us/notary/apostill.htm>  
**Fee: \$10.00**

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State; Notary Public Clerk.

**Illinois**

Office of the Secretary of State  
Index Department, Notaries Public Division  
111 E. Monroe St.  
Springfield, IL 62756  
217- 217-782-7017  
<http://www.sos.state.il.us/departments/index/division.html>

**Fee: \$2.00**

Designated Authority: Secretary of State; Assistant Secretary of State; Deputy Secretary of State.

**Indiana**

Office of Secretary of State  
Statehouse  
Suite 201  
Indianapolis, IN 46204  
317-232-6532  
<http://www.in.gov/sos/notary/seal.html>

**Fee: no charge**

Designated Authority: Secretary of State; Deputy Secretary of State

**Iowa**

Office of Secretary of State  
Lucas Building  
First Floor, Public Service  
Des Moines, IA 50319  
515-281-5204  
<http://www.sos.state.ia.us>

**Fee: \$5.00**

Designated Authority: Secretary of State; Deputy Secretary of State

**Kansas**

Office of Secretary of State  
State Capitol  
Second Floor  
Topeka, KS 66612  
913-296-2744  
<http://www.kssos.org>

**Fee: \$5.00**

Designated Authority: Secretary of State; Assistant Secretary of State; any Deputy Assistant Secretary of State.

**Kentucky**

Office of Secretary of State  
Capitol Building  
P.O. Box 718  
Frankfort, KY 40602-0178  
502-564-7330

**Fee: \$5.00**

<http://www.kysos.com>

Designated Authority: Secretary of State; Assistant Secretary of State.

**Louisiana**

Office of Secretary of State  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
504-342-4981  
**Fee: \$5.00**  
<http://www.sec.state.la.us/comm/comm-index.htm>  
Designated Authority: Secretary of State.

**Maine**

Office of Secretary of State  
Bureau of Corporations  
Elections and Commissions  
101 State House Station  
Augusta, ME 04333-0101  
207-624-7650  
<http://www.state.me.us/sos/cec/rcn/notary/authapos.htm>

**Fee: \$10.00**

Designated Authority: Secretary of State; Deputy Secretary of State.

**Maryland**

Office of Secretary of State  
Statehouse  
Annapolis, MD 21401  
410-974-5520  
<http://www.sos.state.md.us/sos/certif/html/certif2c.html#apos>

**Fee: \$5.00**

Designated Authority: Secretary of State.

**Massachusetts**

Secretary of the Commonwealth

Public Records Division

Commissions Section

McCormack Building, Room 1719

One Ashburton Place

Boston, MA 02108

617-727-2832

<http://www.state.ma.us/sec/pre/precom/comidx.htm>

**Fee: \$3.00**

**Michigan**

Department of State

Office of the Great Seal

7064 Crowser Boulevard

Lansing, MI 48918

517-373-2531

[http://www.michigan.gov/sos/1,1607,7-127-](http://www.michigan.gov/sos/1,1607,7-127-1638_8734---,00.html)

[1638\\_8734---,00.html](http://www.michigan.gov/sos/1,1607,7-127-1638_8734---,00.html)

**Fee: \$1.00**

Designated Authority: Secretary of State; Deputy Secretary of State.

**Minnesota**

Secretary of State's Office

180 State Office Bldg.

St. Paul, MN 55155

651-296-2803

<http://www.sos.state.mn.us/uccd/authinfo.html>

**Fee: \$5.00**

Designated Authority: Secretary of State; Deputy Secretary of State.

**Mississippi**

Office of Secretary of State

P.O. Box 136

Jackson, MS 39205-0136

601-359-1615

<http://www.sos.state.ms.us/busserv/notaries/notaries.html>

**Fee: \$5.00**

Designated Authority: Secretary of State; any Assistant Secretary of State.

**Missouri**

Office of Secretary of State

Commission Division

600 West Main, Room 367

Jefferson City, MO 65102

573-751-2783

<http://www.sos.state.mo.us/business/commissions/certify.asp>

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State.

**Montana**

Office of Secretary of State

Room 225

Box 202801

State Capitol

Helena, MT 59602

406-444-5379

<http://sos.state.mt.us/css/index.asp>

**Fee: \$2.00**

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Government Affairs Bureau Chief.

**Nebraska**

Office of Secretary of State

Notary Division

Box 95104

State Capitol

Lincoln, NE 68509

402-471-2558

<http://www.sos.state.ne.us/Notary/notauth.htm>

**Fee: \$10.00**

Designated Authority: Secretary of State; Deputy Secretary of State.

**Nevada**

Secretary of State

101 N. Carson Street, #3

Carson City, NV 89701-4786

775-684-5708

<http://sos.state.nv.us/notary/apostille.htm>

**Fee: \$20.00**

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State.

### **New Hampshire**

#### **Office of Secretary of State**

Statehouse

Room 204

Concord, NH 03301

603-271-3242

<http://www.state.nh.us/sos/certific.htm>

**Fee: \$5.00**

Designated Authority: Secretary of State; Deputy Secretary of State

### **New Jersey**

#### **Department of State**

##### **Notary Public Unit**

##### **Division of Commercial Recording**

PO Box 452

Trenton, NJ 08625

609-530-6421

<http://www.state.nj.us/treasury/revenue/dcr/programs/notary.html>

**Fee: Regular Service: \$25.00 Expedited Service: \$35.00**

Designated Authority: NJ Department of the Treasury, Division of Revenue

### **New Mexico**

#### **Office of the Secretary of State**

State Capitol North Annex, Suite 300

Santa Fe, NM 87503

505-827-3600

<http://www.sos.state.nm.us/notary-cert.htm>

**Fee: \$3.00**

Designated Authority: Secretary of State

### **New York**

- **Upstate Counties**

#### **Miscellaneous Records**

162 Washington Ave.

Albany, NY 12231

518-474-4770

<http://www.dos.state.ny.us>

**Fee: \$10.00**

Designated Authority: Secretary of State; Executive Deputy Secretary of State; any Deputy Secretary of State; any Special Deputy Secretary of State.

- **Down State Counties**

New York authorities in Albany advise that documents issued in the nine down state counties are authenticated under the Convention by the New York City office. The nine down state counties are New York, Kings, Queens, Bronx, Westchester, Nassau, Suffolk, Rockland and Richmond. The address of the New York Department of State, Certification Unit is 6th Floor, 270 Broadway, New York, New York 10007, tel: 212-417-5684. **Fee: \$10.00**

### **North Carolina**

#### **Office of Secretary of State**

##### **Authentication Division**

PO Box 29622

Raleigh, NC 27626-0622

919-807-2140

<http://www.secretary.state.nc.us/authen>

**Fee: \$10.00**

Designated Authority: Secretary of State; Deputy Secretary of State

### **North Dakota**

#### **Office of Secretary of State**

Capitol Building

600 E Boulevard Ave., Dept 108

Bismarck, ND 58505

701-328-2900

<http://www.state.nd.us/sec>

**Fee: \$10.00**

Designated Authority: Secretary of State; Deputy Secretary of State.

Commonwealth; Executive Deputy Secretary of the Commonwealth.

### **Ohio**

#### **Office of the Secretary of State**

30 East Broad St.

15th Fl.

Columbus, OH 43266-0418

877-767-6446

[http://www.state.oh.us/sos/authentication\\_of\\_documents\\_stat.htm](http://www.state.oh.us/sos/authentication_of_documents_stat.htm)

**Fee: \$5.00**

Designated Authority: Secretary of State; Assistant Secretary of State.

### **Oklahoma**

#### **Office of Secretary of State**

2300 N. Lincoln

Room 101

Oklahoma City, OK 73105

405-521-4211

<http://www.sos.state.ok.us>

**Fee: \$25.00 (cashiers check or money order)**

Designated Authority: Secretary of State; Assistant Secretary of State; Budget Officer of the Secretary of State.

### **Oregon**

#### **Office of Secretary of State**

255 Capitol St.

Suite 151

Salem OR 97310

503-986-2200.

<http://www.filinginoregon.com/notary/index.htm>

**Fee: \$10.00**

Designated Authority: Secretary of State; Deputy Secretary of State; Acting Secretary of State; Assistant to the Secretary of State.

### **Pennsylvania**

#### **Department of State**

##### **Bureau of Commissions**

##### **Elections and Legislation**

North Office Building

Room 304

Harrisburg, PA 17120

717-787-5280

<http://www.dos.state.pa.us/bcel/certifications/certifications.html>

**Fee: \$15.00**

Designated Authority: Secretary of the

### **Rhode Island**

#### **Office of Secretary of State**

##### **Notary Division**

100 N. Main St.

Providence, RI 02903

401-277-1487

<http://www.corps.state.ri.us/notaries/notaries.htm>

**Fee: \$5.00**

Designated Authority: Secretary of State; First Deputy Secretary of State; Deputy Secretary of State

### **South Carolina**

#### **Office of Secretary of State**

P.O. Box 11350

Columbia, SC 29211

803-734-2119

<http://www.scsos.com/notariesbc.htm>

**Fee: \$2.00**

Designated Authority: Secretary of State

### **South Dakota**

#### **Office of Secretary of State**

500 East Capitol

Pierre, SD 57501-5077

605-773-5004

[http://www.state.sd.us/sos/Notaries/apostilles\\_and\\_authentications.htm](http://www.state.sd.us/sos/Notaries/apostilles_and_authentications.htm)

**Fee: \$2.00**

Designated Authority: Secretary of State; Deputy Secretary of State

### **Tennessee**

#### **Office of Secretary of State**

##### **James K. Polk Building**

##### **Division of Business Services**

312 Eighth Avenue North

6th Floor, William R. Snodgrass Tower

Nashville, TN 37243

615-741-3699

<http://www.state.tn.us/sos/service.htm#apostilles>

**Fee: \$2.00**

Designated Authority: Secretary of State.



**Texas****Office of Secretary of State**

P.O. Box 12079

Austin, TX 78711

512-463-5705

<http://txsos-7.sos.state.tx.us/authfaqs.shtml>

**Fee: \$10.00**

Designated Authority: Secretary of State; Assistant Secretary of State

**Utah****Office of the Lieutenant Governor**

210 State Capitol

Salt Lake City, UT 84145-8414

801-538-1040

[http://governor.state.ut.us/lt\\_gover/internationaltemplate.html](http://governor.state.ut.us/lt_gover/internationaltemplate.html)

**Fee: Certifying Notary's Seal: \$10.00 Apostille: \$5.00**

Designated Authority: Lieutenant Governor; Deputy Lieutenant Governor; Administrative Assistant.

**Vermont****Office of Secretary of State**

109 State St.

Montpelier, VT 05609-1103

802-828-2308

<http://www.sec.state.vt.us>

**Fee: \$2.00**

Designated Authority: Secretary of State; Deputy Secretary of State.

**Virginia****Office of Secretary of Commonwealth****Authentications Division**

830 East Main Street, 14th Floor

Richmond, VA 23219

804-786-2441

<http://www.soc.state.va.us>

**Fee: \$10.00**

Designated Authority: Secretary of the Commonwealth; Chief Clerk, Office of the Secretary of Commonwealth.

**Washington****Office of the Secretary of State****Corporations Division****Apostille and Certificate Program**

PO Box 40228

Olympia, WA 98504-0228

360-586-2268

<http://www.secstate.wa.gov/apostilles>

**Fee: \$15.00**

Designated Authority: Secretary of State; Assistant Secretary of State; Director, Department of Licensing.

**West Virginia****Office of Secretary of State**

Capitol Building

1900 Kanawha Blvd. East

No. 157-K

Charleston, WV 25305-0770

304-558-6000

<http://www.wvsos.com/execrecords/other/authentication.htm>

**Fee: \$10.00**

Designated Authority: Secretary of State; Under Secretary of State; any Deputy Secretary of State.

**Wisconsin****Office of Secretary of State**

P.O. Box 7848

Madison, WI 53707-7848

608-266-3159

<http://badger.state.wi.us/agencies/sos/authen.htm>

**Fee: \$10.00**

Designated Authority: Secretary of State; Assistant Secretary of State.

**Wyoming****Office of Secretary of State**

The Capitol

Cheyenne, WY 82002-0020

307-777-5342

<http://soswy.state.wy.us/authenti/authenti.htm>

**Fee: \$3.00**

Designated Authority: Secretary of State; Deputy Secretary of State.

## **U.S. Territories**

### **American Samoa**

Office of the Governor

Pago Pago, AS 96799

011-684-633-4116

<http://www.amsamoa.com>

Designated Authority: Secretary of American Samoa; Attorney General of American Samoa.

### **Guam (Territory of)**

Office of the Governor

P.O. Box 2950

Agana, GU 96910

011-671-472-1537

<http://www.admin.gov.gu/doa>

Designated Authority: Department of Administration

### **Northern Mariana Islands (Commonwealth of the)**

Designated Authority: Attorney General; Acting

Attorney General; Clerk of the Court,

Commonwealth Trial Court; Deputy Clerk,

Commonwealth Trial Court

<http://www.saipan.com/gov>

### **Puerto Rico (Commonwealth of)**

Supreme Court of Puerto Rico

Office of Notarial Inspection

P.O. Box 190860

San Juan, PR 00919-0860

787-763-8816

<http://www.lexjuris.com/lexnotaria.htm>

Designated Authority: Supreme Court of Puerto Rico

### **U.S. Virgin Islands**

Office of the Lieutenant Governor

7 & 8 King St.

Christiansted, St. Croix, USVI 00802

340-774-2991

<http://www.ltg.gov.vi/Departments/Administration/index.html>

No authority designated: refer requests to the U.S.

Department of State, Authentications Office, 2400

M Street, NW,

Washington, DC 20520. 202-647-5002

**FOR FURTHER INFORMATION PLEASE SEE THE  
U.S. DEPARTMENT OF STATE WEBPAGE:**

**[http://travel.state.gov/hague\\_foreign\\_docs.html](http://travel.state.gov/hague_foreign_docs.html)**

## Appendix C:

### Sample of an Apostille

#### APOSTILLE

*(Convention de La Haye du 5 octobre 1981)*

1. Country: United States of America  
This public document
2. has been  
signed by John H. Smith
3. acting in  
the capacity of Notary Public, State of Nebraska
4. bears the seal/stamp of John H. Smith, Notary Public, State of Nebraska

#### CERTIFIED

5. at Lincoln Nebraska 6. the 6th of April 1982
7. by Secretary of State, State of Nebraska
8. No. H0143
9. Seal/Stamp
10. Signature  
Allen J. Beermann

## CONVERSION TABLES

WO MEN	STOCKINGS	AMERICAN	8	8½	9	9½	10	10 ½
CLOTHING		French	0	1	2	3	4	5
	Dresses & Suits	American	9	10	12	14	16	18
		French	38	40	42	44	46	48

MEN	SUITS	AMERICAN	36	37	38	39	40	42
CLOTHING		French	38	40	42	44	46	48
	Shirts	American	15	15½	15¾	16	16½	17
		French	38	39	40	41	42	43
	Hats	American	6½	6¾	6	7	7¼	-
		French	53	55	56	57	59	-
	Socks	American	10	10½	11	11½	12	--
		French	40	41	42	43	44	--

## COOKING

Butter or shortenings	1 tablespoon	14 grams
	¼ cup	56 grams
	1/3 cup	75 grams
	½ cup	113 grams
	1 cup	225 grams
Sifted flour	1 tablespoon	8 grams
	¼ cup	30 grams
	1/3 cup	40 grams
	½ cup	60 grams
	1 cup	120 grams
Sugar	1 tablespoon	13 grams
	¼ cup	50 grams
	1/3 cup	67 grams
	½ cup	100 grams
	1 CUP	200 grams

## METRIC

1 mile	1.6 kilometers
1 yard	0.914 meters
1 inch	2.54 centimeters
1 acre	0.405 hectares
1 ounce	28.35 grams
1 pound	453.59 grams
1 pint	0.473 liters
Fahrenheit	-32, x5, :9 centigrade
1 kilometer	5/8 mile
1 meter	39.37 inches. 3.28 feet
1 hectare	2.47 acres
1 kilogram	2.2 pounds
1 gram	0.035 ounce
1 liter	33.185 ounces

## French and U.S. Holidays for Calendar Year 2004

The following is a list of the United States national holidays and the legally observed local holidays for calendar year 2004.

DATE	DAY OF THE WEEK	HOLIDAY	TYPE
January 1	Thursday	New Year's Day	American/French
January 19	Monday	Martin Luther King's Birthday	American
February 16	Monday	President's Day	American
April 12	Monday	Easter Monday	French
May 1	Saturday	Labor Day	French
May 8	Saturday	Veterans' Day (WWII)	French
May 20	Thursday	Ascension Day	French
May 31	Monday	Memorial Day	American
May 31	Monday	Whit Monday	French
July 4	Sunday *	Independence Day	American
July 14	Wednesday	French National Day	French
August 15	Sunday	Assumption Day	French
Sept. 6	Monday	Labor Day	American
Oct. 11	Monday	Columbus Day	American
Nov. 1	Monday	All Saints' Day	French
Nov. 11	Thursday	Veterans' Day (WWI) ...	American/French
Nov. 25	Thursday	Thanksgiving	American
Dec. 25	Saturday **	Christmas	American/French

\* To be observed on the following Monday

\*\* To be observed on the previous Friday

## **HOSPITALS IN THE CONSULAR DISTRICT OF PARIS**

The following institutions, individuals, hospitals and/or doctors, have informed the Embassy that they are qualified to practice in the categories specified, and that they are sufficiently competent in the English language to provide services to English-speaking clients. The Embassy assumes no responsibility for the professional ability or integrity of the institutions, individuals, hospitals and/or doctors listed herein. The Embassy has neither the authority nor the facilities to act as a medical grievance committee. If you encounter unsatisfactory services by parties listed, however, set forth the circumstances in writing and the complaint will be noted in our files.

### **English is spoken at the following addresses:**

#### **Near Paris**

Hertford British Hospital, 3 rue Barbes, 92300 Levallois-Perret	Tel: 01 46 39 22 22
American Hospital of Paris, 63 Blvd Victor Hugo, 92200 Neuilly-sur-Seine	Tel: 01 46 41 25 25
Hospital Foch, 40 rue Worth, 92150 Suresnes	Tel: 01 46 25 20 00

#### **Other Cities**

##### **Bordeaux:**

Centre Hospitalier Charles Perrens, 146 bis rue Léon Saignat	Tel: 05 56 56 34 34
Fondation Jean Bergonié, 180 rue St. Genés	Tel: 05 56 33 32 58
Hôpital du groupe Pellegrin-Tripode, Place Amélie Raba-Léon	Tel: 05 56 79 56 79

#### **Lyon:**

General Number for Public Hospital, 69000 Lyon	Tel: 08 20 08 20 69
Hospital (for children) Debrousse, 29 Rue Soeur Bouvier, 69005 Lyon	Tel: 04 72 38 56 00
Hospital (Private) Du Parc, 86 Blvd des Belges, 69006 Lyon	Tel: 04 72 44 88 00
Hospital (Private) Eugène André, 107 rue Trarieux, 69003 Lyon	Tel: 04 72 68 40 00
Hospital (Private) La sauvegarde, 42 avenue Ben Gourion la Duchère 69009 Lyon	Tel: 04 72 17 26 26
Hospital (Private) Protestant, 11 Cours Albert Thomas, 69007 Lyon	Tel: 04 72 07 28 28
Hospital (Private) Saint Anne Lumière, 85 cours Albert Thomas, 69003 Lyon	Tel: 04 72 13 67 67
Hospital (Private) Saint Louis, 100 rue de la Bourbonnais, 69009 Lyon	Tel: 04 72 19 29 29
Cardio Vasculaire et Pneumologie, 28 avenue Doyen l'Epine, 69500 Lyon	Tel: 04 72 35 72 35
Neurology Neurochirurgical, 59 Blvd Pinel, 69500 Lyon	Tel: 04 72 35 72 35

## ENGLISH SPEAKING DOCTORS IN THE CONSULAR DISTRICT OF PARIS

The following institutions, individuals, hospitals and/or doctors, have informed the Embassy that they are qualified to practice in the categories specified, and that they are sufficiently competent in the English language to provide services to English-speaking clients. The Embassy assumes no responsibility for the professional ability or integrity of the institutions, individuals, hospitals and/or doctors listed herein. The Embassy has neither the authority nor the facilities to act as a medical grievance committee. If you encounter unsatisfactory services by parties listed, however, set forth the circumstances in writing and the complaint will be noted in our files.

A more complete list of physicians can be found in the Yellow Pages. General practitioners are listed under Médecin Généralistes, & specialists under médecins qualifiés and their specialty, e.g. pédiatrie.

### PARIS and surroundings:

#### Allergists

Abello (Dr) Patricia, 147 avenue Malakoff, 75016 Paris (Métro: Victor Hugo)	Tel: 01 45 00 23 22
Abello (Dr) Patricia, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 24

#### Cardiologists

De Vernejoul (Dr) Florent, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 83
Jais (Dr) Jean-Michel, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 83
Usdin (Dr) Jean-Pierre, American Hospital 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 93

#### Clinical Social Workers (Children)

Fogel (Dr) Melinda, 3 rue Vineuse 75116 Paris	Tel: 01 40 50 33 00
---	---------------------

#### Dentists

Bauer (Dr) Patrick, 71 avenue Franklin D. Roosevelt, 75008 Paris (Métro: St-Philippe du Roule)	Tel: 01 42 25 76 30
Benmussa (Dr) Gérard, 18 rue Duphot (Métro: Madeleine) 75001 Paris	Tel: 01 40 20 03 00
Brunet (Dr) Ariane, 75 rue de Turenne, 75003 Paris	Tel: 01 48 87 62 56
Cohen (Dr) Edouard, 20 rue de la Paix (Métro: Opera) 75002 Paris	Tel: 01 42 61 65 64
Covo (Dr) Laurent, 37 avenue Victor Hugo, 75116 Paris	Tel: 01 44 17 99 44
Dupuis (Dr) Jean-Jacques, 24 rue de Madrid 75008 Paris	Tel: 01 45 22 29 15
Esquirol (Dr) Jean- Pierre, 49 rue Laugier, 75017 Paris (Métro: Péreire or Ternes)	Tel: 01 47 63 14 31
Fradjer (Dr) Henri, 35 Blvd Malesherbes (Métro: St Augustin) 75008 Paris	Tel: 01 42 66 25 44
Gallon (Dr) Philippe, 3 avenue St-Honoré d'Eylau, 75116 Paris (Métro: Victor Hugo)	Tel: 01 47 04 44 06
Lemoine (Dr) Maria, 15 avenue Raymond Poincare 75116 Paris (Métro: Victor Hugo)	Tel: 01 53 65 00 10
Nguyen (Dr) Vinh, 35 Blvd Malesherbes, 75008 Paris (Métro: St-Augustin)	Tel: 01 42 65 08 70
Nguyen (Dr) Vinh, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 81

Shulman (Dr) Mark, 38 avenue Hoche 75008 Paris (Métro: Charles de Gaulle-Etoile)	Tel: 01 45 61 06 42
Wanono (Dr) Jérôme, 11 place Georges Pompidou, Résidence Bellevue, 92300 Levallois (Métro Pont de Levallois-Bécon)	Tel: 06 23 09 85 36 Tel: 01 47 57 61 09

### **Dentists pediatric**

Arav (Dr) Lorraine, 60 avenue d'Iena (Métro: Iena), 75116 Paris	Tel: 01 40 70 98 48
Morand (Dr) Jean- Michel, 10 rue Le Sueur (Métro: Argentine) 75116 Paris,	Tel: 01 45 00 56 36
Naulin-Ifi (Dr) Chantal, 62 rue St Didier (Métro: Victor Hugo), 75016 Paris	Tel: 01 56 26 59 00

### **Dentists and implantology**

Levi (Dr) Ted, 242 rue de Rivoli 75001 Paris	Tel: 01 47 03 00 07
--	---------------------

### **Dentist-Stomatologists**

Colas (Dr) Patrick, 85 rue des Saints-Pères 75006 Paris	Tel: 01 45 48 14 80
---	---------------------

### **Dermatologists**

Dousset-Faure (Dr) Isabelle, 18 rue Duphot ( Métro: Madeleine ) 75001 Paris	Tel: 01 40 20 94 07
Havard Stéphane, American Hospital 92200 Neuilly-sur-Seine	
Homareau (Dr) Sylvie, American Hospital 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 24
Pinto, Marc (Dr), 10 rue du Mont-Thabor, 75001 Paris (Métro Tuilleries-Concorde)	Tel: 01 42 60 71 09

### **Ear, Nose and Throat Specialists**

Brasnu, Daniel F. (Dr) Hôpital Européen Georges Pompidou 20 rue Leblanc, 75908 Paris, Cedex 15	Tel: 01 56 09 20 00
De Corbieres (Dr) Stephane, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 22
Drweski (Dr) Pierre, 58 rue Chaussée d'Antin, 75009 Paris (Métro: Chaussée d'Antin)	Tel: 01 48 74 32 54
Fain (Dr) Gerald, 113 rue de Courcelles (Métro: Péreire), 75017 Paris	Tel: 01 42 27 27 76
Hartl, Dana M. (Dr) 39 rue Camille Desmoulins, 94805 Villejuif Cedex	Tel: 01 42 11 46 12
Haquet (Dr) Jean-Francois, Private office, 76 avenue R Poincaré, 1st floor (Métro: V Hugo), 75116 Paris	Tel: 01 47 27 57 88
Haguet (Dr) Jean-Francois, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 22
Morand (Dr) Frederic, 12 avenue André Morizet, 92100 Boulogne-Billancourt	Tel: 01 46 04 47 91
Natali (Dr) Robert, 8 Place de Général Catroux, 75017 Paris	Tel: 01 46 22 43 88

### **Gastroenterologists-Proctologists**

Bloch (Dr) Patrick, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 26 82
Hecht (Dr) Yves, Private office: 10 rue Jean-Richepin, 75116 Paris (Métro: Pompe)	Tel: 01 45 04 81 15
Gompel (Dr) Hervé, American Hospital 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 26
Gompel (Dr) Hervé, Private off: 11 rue Paul Chatrousse, Neuilly (Métro: Pont de Neuilly)	Tel: 01 46 41 01 36
Hecht (Dr) Yves, American Hospital 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 26
See (Dr) Jacques A., 15 rue Chartres 92200 Neuilly-sur-Seine	Tel: 01 47 47 53 51
Thierman (Dr) Diana, 2 rue Albert Camus, 75010 Paris	Tel: 01 42 40 64 86
Zylberberg (Dr) Hervé, 51 avenue Montaigne, 75008 Paris	Tel: 06 61 41 33 91



### **General Practitioners**

Bache, (Dr) Julia, 5 rue Léon Cogniet, 75017 Paris	Tel: 01 47 63 42 07
Bryn Agnès, 11 rue de Pot de Fer (Métro: Monge) 75005 Paris	Tel: 01 49 79 39 28
Jolly (Dr) Gunita, British Hospital 3 rue de Barbès, 92300 Levallois-Perret	Tel: 01 46 39 22 22
Meyers (Dr) Anne-Valerie, 30 bd. Malesherbes, 75008 Paris	Tel: 01 42 66 47 82
Salzman (Dr) Nancy, 36 rue du Colisée, 75008 Paris (Métro: St Philippe du Roule)	Tel: 01 45 63 18 43
Slattery (Dr) Francis, 32 rue Vignon (Métro: Madeleine) 75009 Paris,	Tel: 01 47 42 02 34
Tredup (Dr) Jurgen, 27 rue Saint Ambroise (Métro St Ambroise) 75011 Paris	Tel: 01 43 55 03 21
Wilson (Dr) Stephen, 54 rue des Archives (Métro: Hotel de Ville or Rambuteau) 75004 Paris	Tel: 01 48 87 2110

### **Gynecologists**

Bercau (Dr) Guy, 276 bd. Saint-Germain, 75007 Paris (Metro:Assemblée Nationale)	Tel: 01 47 53 81 64
Berard (Dr) Jerome, 5 rue Paul Valéry, 75116 Paris	Tel: 01 47 27 04 13
Lorphelin (Dr) Christiane, 45 avenue Victor Hugo, 75116 Paris (Métro: Victor Hugo)	Tel: 01 45 00 40 30
Oppenheim (Dr) Tatiane, 17 Blvd du Temple 75003 Paris (Métro: Fille du Calvaire)	Tel: 01 48 87 22 63
Richet (Dr) Anne-Isabelle, 109 rue de l'Université 75007 Paris	Tel: 01 45 51 82 32
Winaver (Dr) Diane, 109 rue de l'université 75007 Paris	Tel: 01 45 51 82 32

### **Neurologists**

Pertuiset (Dr) Bertrand, Private office: 115 rue de Courcelles, 75017 Paris (Métro: Pereire)	Tel: 01 40 54 06 15
Pertuiset (Dr) Bertrand, American Hospital of Paris, 92200 Neuilly-sur-Seine	Tel: 01 46 41 28 21
Risvegliato (Dr) Milton, American Hospital 92200 Neuilly-sur-Seine	Tel: 01 46 41 28 21

### **Nutritionist**

Grosgeat (Dr) Hervé, 108 rue du Bac, 75007 Paris	Tel: 01 30 15 89 20
--	---------------------

### **Obstetricians**

Bercau (Dr) Guy, 276 bd. Saint-Germain, 75007 Paris (Metro:Assemblée Nationale)	Tel: 01 47 53 81 64
Brami (Dr) Charles, 51 avenue Montaigne (Métro:Fkl-Roosevelt) 75008 Paris	Tel: 01 42 25 30 66
Guglielmina (Dr) René, 28 avenue de la Bourdonnais, 75007 Paris (Métro: Ecole Militaire)	Tel: 01 45 51 20 75
Hervé (Dr) Florence, Private office: 151 avenue de Wagram, 75017 Paris (Métro: Wagram)	Tel: 01 46 22 24 95
Rolet (Dr) Francois, Private office: 17 avenue V. Hugo, 75016 Paris (Métro: C. de Gaulle/Etoile)	Tel: 01 40 67 71 95
Selbon (Dr), Eric, Private office: 17 rue Petrarque, 75116 Paris (Métro:Trocadero)	Tel: 01 45 53 71 60
Tibi (Dr) Charles, Private office: 22 avenue de la Grande Armée, 75017 Paris (Métro: C.de Gaulle)	Tel: 01 47 04 14 14
Hervé (Dr) Florence, American Hospital of Paris, 92200 Neuilly-sur-Seine	Tel: 01 46 41 26 98
Rolet (Dr) Francois, American Hospital of Paris, 92200 Neuilly-sur-Seine	Tel: 01 46 41 26 88
Selbon (Dr) Eric, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 26 98
Tibi (Dr) Charles, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 26 44

**Ophthalmologist**

Abitbol (Dr) Yvan, Private office: 66 avenue Victor Hugo, 75116 Paris (Métro: Victor Hugo)	Tel: 01 45 00 43 33
Albarea - Levy (Dr) Eliane, 7 rue Georges Berger, 75017 Paris (Métro: Monceau)	Tel: 01 42 27 84 49
Cohen (Dr) Howard, Private office: 45 rue Vineuse 75016 Paris (Métro: Trocadero)	Tel: 01 53 65 68 10
Cohen (Dr) Howard, American Hospital, 92200 Neuilly-sur-Seine,	Tel: 01 46 41 27 09
Faure (Dr) Jean-François, 18 rue Duphot (Métro: Madeleine) 75001 Paris	Tel: 01 40 20 94 07
Forest (Dr) Charles, 76 avenue Raymond Poincaré, 75116 Paris, (Métro: Victor Hugo)	Tel: 01 45 01 81 81
Le Buisson (Dr) Dan A., American Hospital of Paris, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 09

**Orthodontists**

Aim S., 37 bis-39 Blvd de la Paix, 92400 Courbevoie	Tel: 01 47 88 99 08
Cannac Christian, 37 bis-39 Blvd de la Paix ,92400 Courbevoie,	Tel: 01 47 88 99 08
Castro (Dr) Marc, 21 avenue Niel (Métro:Ternes or Pereire) 75017 Paris	Tel: 01 43 80 39 70
Curriel Patrick (Dr), 109 bis, avenue Charles de Gaulle, 92200 Neuilly-s/Seine	Tel: 01 46 40 01 02
Elfehri (Dr) Hamida, 119 rue de la Reine, 92100 Boulogne (Métro:Boulogne/Pt de St Cloud)	Tel: 01 48 25 30 59
Pruvost (Dr) Jean, 98 avenue Kléber (Métro: Trocadero) 75016 Paris	Tel: 01 45 53 84 84
Serfaty (Dr) Eric, 20 avenue Kleber 75116 Paris	Tel: 01 45 00 50 00

**Orthopedic specialists**

Ficat (Dr) Christian, Private office: 1 Place d'Iéna, (Métro: Iéna) 75116 Paris	Tel: 01 47 23 57 04
Msika (Dr) Charles, 196 avenue Victor Hugo 75116 Paris (Métro: rue de la Pompe)	Tel: 01 45 04 79 00
Casanova (Dr) Georges, American Hospital of Paris, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 61
Ficat (Dr) Christian, American Hospital, 92200 Neuilly-sur-Seine,	Tel: 01 46 41 27 61

**Pediatricians**

Bitoun (Dr) Pierre, 6 rue Jarente (Métro:St Paul) 75003 Paris	Tel: 01 42 77 74 37
Cohen (Dr) Haïm, 76 bis rue de Suffren, 75015 Paris (Métro:La Motte Piquet /Grenelle)	Tel: 01 40 56 03 33
Kahn-Bensaude (Dr) Irène, 51 avenue Bugeaud , 75116 Paris (Métro:Porte Dauphine)	Tel: 01 45 53 98 38
Llewellyn (Dr) Danièle, 51 rue de l'Assomption, 75016 Paris (Métro: Ranelagh)	Tel: 01 45 27 91 91
Maidenberg (Dr) Manuel, 57 rue de la Convention , 75015 Paris (Métro: Charles Michel)	Tel: 01 40 59 01 90
Pacault (Dr) Brigitte, 3 bis Blvd Jean Jaurès, 1st floor, 92100 Boulogne-Billancourt	Tel: 01 46 05 02 88
Antier (Dr) Edwige, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 67
Phillippe (Dr) Olivier, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 67
Robin (Dr) Michel, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 67

**Penologist**

Touaty (Dr) Elie, American Hospital, 63 Blvd Victor Hugo, 92200 Neuilly-sur-Seine	Tel: 01 46 41 28 37
--	---------------------

**Periodontists**

Djian (Dr) Jean-Paul, 54 avenue Kléber ( Métro: Boissiere) 75116 Paris	Tel: 01 47 04 43 43
Dorange (Dr) Catherine, 123 rue de la Tour, 75116 Paris ( Métro: rue de la Pompe)	Tel: 01 40 72 78 18
Krygier (Dr) Georges, 63 avenue Frankline D. Roosevelt, 75008 Paris (Métro:St- Philippe de Roule)	Tel: 01 43 59 47 67
Saadoun (Dr) André, 12 avenue Paul Doumer, 75116 Paris	Tel: 01 47 27 17 57
Tecucianu (Dr) Jean-Francois, Private office: 36 rue de Lubeck, 75016 Paris	Tel: 01 53 70 36 36
Técucianu (Dr) François, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 81

**Pharmacies**

British Pharmacy VillaMayor, 1 rue Auber, 75009 Paris	Tel: 01 42 65 88 29
Cypel (Anglo-American), 37 avenue Marceau, 75016 Paris	Tel: 01 47 20 57 37
SNC (British,) 62 avenue des Champs Elysées, 75008 Paris	Tel: 01 43 59 22 52
Swam (Anglo-American,) 6 rue de Castiglione, 75001 Paris	Tel: 01 42 60 72 96

**Psychiatrist/Adults**

Guilbert (Dr) Philippe, 51 rue Boissière, 75016 Paris	Tel: 01 53 65 84 00
Sztern (Dr) Alain, Private office: 12 Rue Victor Hugo, 92000 Nanterre	Tel: 01 47 21 23 77
Sztern (Dr) Alain, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 70

**Psychiatrist/Children- Adults**

Lecendreux (Dr) Michel, 11 rue Bosio, 75016 Paris (Métro:Michel-Ange Auteuil/Molitor)	Tel: 01 42 15 15 75
--	---------------------

**Psychotherapists**

d'Albany, David, 83 avenue Aristide Briand, 92120 Montrouge	Tel: 01 40 92 81 21
Oberman, Marjorie (MSW), 32 rue de la Paroisse, 78000 Versailles	Tel: 01 39 51 98 99
Phillips, David, M., (MSW) American Hospital of Paris, 63, blvd. Victor Hugo, 92202 Neuilly sur Seine	Tel: 01 46 41 27 38
Pollock, Francesca, 8 rue Neuve des Boulets, 75011 Paris	Tel: 01 43 72 64 91
Sack, Suzanne, 46 rue de la Clef, 75005 Paris	Tel: 01 43 31 78 81

**Rheumatologists**

Lemaire (Dr), Private office: 41 Blvd de la Tour Maubourg, 75007 Paris (Métro: Latour M)	Tel: 01 45 50 20 60
Bruneau (Dr) Charles, American Hospital of Paris, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 63
Nys (Dr) Alain, American Hospital of Paris, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 63

**Speech and language therapist**

Morris Tuil, Julie 118 rue de la Boetie ,75008 Paris	Tel: 01 42 56 59 05
--	---------------------

**Sports Doctor (specializes in sports injuries and related problems)**

Grosgeat (Dr) Hervé, 108 rue du Bac, 75007 Paris	Tel: 01 45 49 07 06
	Tel: 01 30 15 89 20

**Stomatologists (tooth extraction)**

Colas (Dr) Patrick, 85 rue des Saints-Pères, 75006 Paris	Tel: 01 45 48 1480
Green (Dr) Walter, 68 avenue d' Iéna (Métro: Kleber), 75116 Paris	Tel: 01 47 20 22 22
Técucianu (Dr) Jean-Pierre, American Hospital, level D1, 92200 Neuilly Neuilly-sur-Seine,	Tel: 01 46 41 27 81

**Surgeons (Hands and maxillo-facial, plastic)**

Bzowski (Dr) Alain, Private office: 6 rue de l'Alboni, 75016 Paris (Métro: Passy)	Tel: 01 45 25 44 00
Bzowski (Dr) Alain, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 26 86
Coquillaud (Prof) Jean-Pierre, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 26 82

**Surgeons (G.I)**

Clot (Dr) Jean-Paul, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 26 82
Relland (Dr) John, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 03

**Urologists**

Chiche (Dr) Roland, Private office: 51 avenue Montaigne, 75008 Paris	Tel: 01 42 56 26 66
Chiche (Dr) Roland, American Hospital of Paris, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 37
Desgrez (Dr) Jean-Pierre, American Hospital of Paris, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 37
Kulsky (Dr) Marcel, Private office: 22 rue de Lisbonne, 75008 Paris	Tel: 01 43 87 44 45
Kulsky (Dr) Marcel, American Hospital, 92200 Neuilly-sur-Seine	Tel: 01 46 41 27 37

**Vein Specialist**

Benzimra (Dr) Jean-Charles, 43 Bd Malesherbes, 75008 Paris (Métro: St Augustin)	Tel: 01 42 65 21 56
--	---------------------

**Veterinarians**

Castard-Chappey (Dr) N.R., 47 rue St Charles, 75015 Paris	Tel: 01 40 59 04 76
Rodriguez (Dr) Christian, 58 rue du Cherche Midi, 75006 Paris	Tel: 01 45 44 19 27
Besossa- Legmann /Payance, 8 rue Ybry, 92200 Neuilly-sur-Seine	Tel: 01 46 24 25 84

**Other Cities:****BORDEAUX****Dentists**

Kirsz (Dr) Michel, 8 rue Sansa, 33000 Bordeaux	Tel: 05 56 48 21 95
Normand/Bonnet/Dufour (Drs) 124 rue Croix de Seguey, 33000 Bordeaux	Tel: 05 56 52 28 68

**Dermatologists**

Mandoul (Dr) H, 32 Place Gambetta, 33000 Bordeaux	Tel: 05 56 81 67 09
---	---------------------

**E.N.T**

Portmann (Dr) Michel, Fondation Portmann, Service O.R.L, 114 avenue d'Arès, 33000 Bordeaux	Tel: 05 56 24 30 15
Verhulst (Dr) Jacques, Clinique St Augustin, 114 avenue d'Arès 33000 Bordeaux	Tel: 05 56 00 30 30

**General Practitioners**

Coadou (Dr) Bernard, 105 Cours. Edouard Vaillant, 33000 Bordeaux	Tel: 05 56 39 47 20
Creuzé (Dr) Yann, 96 rue Abbé de l'épée, 33000 Bordeaux	Tel: 05 56 44 30 90
Gayet (Dr) Jacques, 88 rue Enerst Renan, 33000 Bordeaux	Tel: 05 56 52 58 52
Martre (Dr) Christian, 18 rue du Vélodrome, 33000 Bordeaux	Tel: 05 56 08 13 25

**Gynecologists**

Kirsch (Dr) Sylvia, 2 rue Berruer, 33000 Bordeaux  
Laulom (Dr) Marie J., 7 Cours Aristide Briand, 33000 Bordeaux

Tel: 05 56 51 47 32  
Tel: 05 56 96 47 23

**Ophthalmologist**

Bonnin (Dr) Christian, 50 Blvd Pierre 1ier, 33000 Bordeaux

Tel: 05 56 81 34 08

**Psychiatrist**

Mancin (Dr) Hélène, 50 rue Dubourdieu, 33000 Bordeaux

Tel: 05 56 33 95 56  
Tel: 05 56 93 01 52

**BORDEAUX area:****Gynecologist**

Abécassis-Wilson (Dr) Cl., 14 rue Richard Wagner, 33700 Merignac

Tel: 05 56 47 11 47

**Cardiologists**

Hospital Du Haut Levêque & Cardiologie, Avenue Magellan, 33600 Pessac  
Hospital Xavier-Aznoran, Avenue du Haut Levêque, 33600 Pessac

Tel: 05 56 55 65 65  
Tel: 05 56 55 65 65  
Tel: 04 78 33 58 23

**LYON:****Dentists**

Benamram (Dr) Joseph, 25 rue Bugeaud, 69006 Lyon  
Crez (Dr) Alain, 38 Quay Jayr, 69009 Lyon  
Fermanian (Dr) Robert, 19 crs Lafayette, 69006 Lyon  
Liodenot (Dr) Violette, 35 rue Louis Blanc, 69006 Lyon  
Tesdesco (Dr) Bruno, 18 Place Ambroise Courtois, 69008 Lyon  
Lucchini (Dr) 10 Quai St Antoine, 69002 Lyon

Tel: 04 78 52 25 48  
Tel: 04 78 83 76 81  
Tel: 04 78 24 35 24  
Tel: 04 78 52 43 63  
Tel: 04 78 76 66 66  
Tel: 04 78 42 76 30

**Dermatologist**

Faure (Dr) Michel, Hôpital Edouard Hériot, Service Pr. Thivolet, Lyon  
5 Place d'Arsonval 69003 Lyon

Tel: 04 72 11 03 21

**Emergency medical assistance**

SOS Doctors, 10 Place Dumas de Loire, 69009 Lyon  
SOS Medical emergency, 9 Place d'Arsonval, 69009 Lyon

Tel: 04 78 83 51 51  
Tel: 04 72 34 64 64

**Generalists**

Faysse (Dr) Dominique, 25 Rue Garibaldi, 69006 Lyon  
Frankel (Dr) Patrick, 1 Quay Raoul Carrié, 69009 Lyon  
Gaillard (Dr) Alain, 30 rue des Remparts d'Ainay, 69002 Lyon  
Rouach (Dr) Ruth, 25 rue Bugeaud, 69006 Lyon  
Jouffroy (Dr) Marc, 134 rue de Sèze, 69006 Lyon

Tel: 04 78 93 13 25  
Tel: 04 78 43 45 40  
Tel: 04 78 38 00 31  
Tel: 04 78 52 25 48  
Tel: 04 78 52 68 88

**Pediatricians**

Payot (Dr) Francois, 143 rue de Sèze, 69006 Lyon

Tel: 04 78 24 85 09

Stagnara (Dr ) Jean, 46 Cours Fkl Roosevelt, 69006 Lyon	Tel: 04 78 24 47 68
David (Pr) Louis, Hôpital Edouard Hériot, 69006 Lyon	Tel: 04 72 11 03 42
Lafont (Dr) Marc, Commercial Center, 20 rue de Chavril 69110, Ste Foy Les Lyon	Tel: 04 78 25 65 70

### **Psychologist**

Dumont, Claire, 5, chemin de Vallombrey, 69130 Ecully	Tel: 04 78 83 26 19
---	---------------------

### **Surgeons**

Champsaur (Pr) Gérard, 59 Blvd Pinel, 69003 Lyon	Tel: 04 72 35 74 78
Donne (Dr) Hospital (Private) St Louis, 100 rue de la Bourdonnais, 69009 Lyon	Tel: 04 72 19 29 29

## **TOULOUSE**

### **General Practitioners:**

Bismuth, Serge (Dr), 59 rue de la Providence, 31000 Toulouse	Tel. 05.61.80.01.23
Beck, Mark (Dr), 1 rue Cornaudric Union, 31000 Toulouse	Tel. 05.61.74.12.61
Campourcy, Alain (Dr.), 53 bis route de Blagnac, 31200 Toulouse	Tel. 05.61.57.07.21
Corteel, Gilles (Dr), Centre Médical Pasteur, 31000 Blagnac	Tel. 05.34.60.61.61
Khalifa, Pierre (Dr), 67 rue Alsace Lorraine, 31000 Toulouse	Tel. 05.61.21.03.83
Loeberfreud, Hervé, (Dr) 275 route de Seysses, Bat. B 15, 31100 Toulouse	Tel. 05.61.40.63.25
Molina, Henry (Dr), 7 rue d'Auch, 31770 Colomiers	Tel. 05.61.30.28.88
Philis, Christian (Dr), 42 rue Bernard Ortet, 3100 Toulouse	Tel. 05.61.48.71.37
Vo Pham, Luc (Dr), 17 rue Lamothe Langon, 31000 Toulouse	Tel.05.61.42.56.20
Raby, Michel (Dr), 4 boulevard Vincent Auriol, 31170 Tournefeuille	Tel 05.61.07.06.06

### **Cardiologists :**

Doctors at the Clinique Pasteur, 45 avenue de Lombez, 31076 Toulouse	Tel: 05.62.21.31.31
Bernard Cassagneau	Tel: 05 62 21 16 99
Jean Fajadet	
Jean-Pierre Laurent	
Jean Marco	
Ives Siboni	

### **Surgeons:**

Banon, Frank (Dr), Clinique de l'Union, boulevard de Ratanes, 31240 St. Jean	Tel. 05.61.37.81.81
Rajon, Jean Paul, Clinique des Cèdres, Allies, 31700 Cornebarrieu	Tel. 05.62.13.31.31

# LOST AND FOUND PROPERTY

## LOST AND FOUND OFFICE:

The French police in Paris have a "Lost and Found" office, where you may go to verify whether your belongings were returned.

### **Centre des Objets trouvés de la Prefecture de Police de Paris**

36 rue des Morillons, 75015 Paris

Métro: Convention,

Opening hours: Monday, Wednesday and Friday 8:30 a.m. to 5:00 p.m. and

Tuesdays and Thursdays, 8:00 a.m. to 8:00 p.m.

**Tel: 0 821 00 25 25**

### **What to do first: Make a police report:**

All thefts and major losses should be reported to the police as soon as possible. Each of Paris' twenty districts (*arrondissements*) has three or four police stations (*commissariats*); train stations also have one. You should go to the one which has jurisdiction over the area where the theft or loss occurred, unless you were robbed in the subway. In that case, you can go to any police station, including the one located near the American Embassy, at 31, rue d'Anjou, 75008 Paris. The police will give you a Récépissé de Déclaration de Perte ou de Vol (receipt for declaration of loss or theft). If you have lost your passport, identification documents and other papers as well as personal effects, you will receive separate receipts, one for your papers (*pièces d'identité*) and one for your valuables.

The report must be made in person. The police will not accept a report by telephone or from someone else on your behalf. Most police stations have English-speaking personnel; if you have difficulty making yourself understood in English, call the Embassy's Office of American Services (Tel: 01.43.12.45.18 or 01.43.12.45.01) for assistance in interpreting by telephone. While it is unlikely that the thieves will be arrested as a result, it can be useful to report thefts to the police. The police receipt is helpful and sometimes necessary in applying for the replacement of airline tickets, INTERAIL passes (Europass, Eurail,) passports, travelers checks, etc. It is also useful for supporting insurance claims.

### **Airline tickets:**

Report the loss or theft immediately to the Paris office of the airline. It is left to the discretion of each airline whether or not to replace a ticket. In any case, replacement tickets are issued only after verification of the initial purchase of the ticket has been obtained by telex from the airline's home office.

#### **Air France**

119 avenue des Champs Elysées  
75008 Paris

Tel: 0820.820.820

#### **American Airlines**

Terminal 2A at Roissy Charles de Gaulle Airport

Tel: 0810.872.872

#### **Continental Airlines**

92 av. des Champs-Elysées  
75008 Paris

Tel: 01.42.99.09.09

**Delta Airlines** (reservations) Tel: 0800 354 080

**Northwest Airlines/KLM** Tel: 0890 710 710  
Charles de Gaulle Airport, Terminal 1

**United Airlines** Tel: 0810.727.272  
106 boulevard Haussmann  
75008 Paris

**U.S. Air** Tel: 0810.632.222

**Alitalia** Tel: 0820 315 315  
69 Blvd Hausmann, 75008 Paris  
or Roissy CDG, terminal 2D

**British Airways** Tel: 0825 825 400  
Roissy CDG, terminal 1 Tel: 0802 802 902  
BP 20312  
95713 Roissy Airport

**British Midland Airways** Tel: 01 41 91 87 04  
18 Blvd Malesherbes  
75008 Paris

**El Al** Tel: 01 40 20 90 90  
35 Blvd des Capucines (5th Floor)  
75002 Paris

**Iberia** Tel: 0 820 075 075  
Orly Ouest, Hall 1

**Lufthansa** Tel: 0820 020 030  
106 Blvd Hausmann (Office of Star Alliance)  
75008 Paris  
Open 10:00 AM to 7:00 PM  
Or Roissy CDG, terminal 1, door 6

**Swiss International Air Lines** Tel: 0820 040 506  
Roissy CDG, terminal 2B open 6:00 a.m. to 8:30 p.m.  
(24 hours a day phone access 0820 040 506)

**Europass (Eurail):** If lost or stolen, it CANNOT be replaced. For information, please contact the main switchboard of the French Railway Office (SNCF) Tel: 08 92 35 35 35; open 7 days a week from 7:00 a.m. to 10:00 p.m., or go directly to any of the main French train stations.

**Eurolines:** Gare routiere Internationale de Paris-Gallieni, 28 avenue du General de Gaulle, 93541 Bagnolet, Tel: 08 36 69 52 52 Fax: 01 49 72 51 61



**Driver's license:**

The Embassy is not authorized to replace expired, lost or stolen U.S. driver's licenses. Only the issuing office (Department of Motor Vehicles) in the driver's home state can perform that service. If you have had your driver's license stolen in France, you should report it to the French police. They will issue you a receipt of loss or theft which may be used for a few weeks as a substitute for the license while you are in France.

**International Driver's license:**

Applications for replacement of lost, stolen or expired International Driving Permits obtained in the United States must be made to the American Automobile Association, World Wide Travel Department, 1000 AAA Drive Heathrow, FL 32746-5063. Replacements cannot be issued in France.

**International Student Card:**

Lost or stolen International Student Identity Cards may be reissued in Paris by the CIEE, Council Travel Services, Voyages Educatifs, 112 Ter Rue Cardinet, 75017 Paris Tel: 01.58.57.20.50

**Lost and Found Offices at the Parisian airports:**

Charles de Gaulle airport - Roissy en France Terminal 1 - Boutique level Tel: 01 48 62 13 34

Orly West Tel: 01 49 75 42 34

Orly South Tel: 01 49 75 34 10

**Lost and found offices at main train stations in Paris:**

Gare de Lyon Tel: 01 53 33 67 22

Gare Montparnasse Tel: 01 40 48 14 24

Gare Saint-Lazare Tel: 01 53 42 05 57

Gare de l'Est Tel: 01 40 18 88 73

Gare d'Austerlitz Tel: 01 53 60 71 98

Gare du Nord Tel: 01 53 60 58 40

**PLEASE SEE FOLLOWING PAGE FOR DETAILS ON LOST AND STOLEN CREDIT  
CARDS AND TRAVELERS CHECKS**

# LOST and STOLEN CREDIT CARDS or TRAVELERS CHECKS

## CREDIT CARDS

<b>AMERICAN EXPRESS</b>	11 rue Scribe, 75009 Paris, Tel: 01.47.77.72.00 (24H)	9:00 a.m. – 5:00 p.m. Mon-Fri
<b>BANKAMERICARD VISA</b>	Tel: in France 08 00 90 2 0 33	24 H a day
<b>DINERS CLUB</b>	City Center, 19 Le Parvis, 92073 Paris La Défense Tel: in France 08 10 31 41 59	9:00 a.m.- 6:00 p.m. Mon-Fri 9 a.m. – 1 p.m. Saturday
<b>MASTER CARD</b>	Eurocard France, 16 rue Lecourbe, 75015 Paris Tel: 01 45 67 84 84 To notify the bank in the U.S., Tel: 01.43.23.20.76 Master Card Global Service: 08 00 90 13 87	24 hour service 7 days a week
<b>CIRRUS, PLUS, VISA, or MASTERCARD</b>	Tel: in France 08 92 70 57 05	24 hour service
<b>DISCOVER</b>	Tel: in the U.S. only 001 801 902 31 00	24 hour service

## TRAVELERS CHECKS

<b>AMERICAN EXPRESS</b>	Notify AMEXCO, Regional Refund Center, 11 rue Scribe, 75009 Paris, Tel: 0 800 908 600. Office hours: 9:00 a.m. to 5:30 p.m., Monday through Friday. A toll-free number is available 24 hours a day - 0800 908 600. For AMEX U.S. members: contact the travel incidents services at 0800 900 888.
<b>BANK OF AMERICA</b>	Theft or loss of Bank of America checks can be reported to Credit Commercial de France, 115 avenue des Champs Elysees, 75008 Paris, Tel: 01 40 70 70 40. Hours: Monday through Saturday: 8:30 a.m. to 8:00 p.m. & Sunday 10:00 a.m. to 6:00 p.m., Métro station George V.
<b>BARCLAYS</b>	In Paris, call collect (415) 574.7111. You will reach the Visa travelers Services in the U.S. which will give you appropriate instructions for refund. To call collect, dial 0800 990 011 to get AT&T operator. You can then proceed to Barclays, 21 rue Lafitte, 75009 Paris, Tel: 08 00 90 62 48. Office hours: 9:00 a.m. to 4:30 p.m, Monday through Friday.
<b>CITICORP</b>	In Paris, call CITIPHONE BANKING at 01 49 05 49 05 / 24 hours a day; OR go straight to Compagnie Generale de Banque Citibank, 125 Avenue des Champs Elysees, 75008 Paris. Office hours: 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m., Monday through Friday.
<b>THOMAS COOK</b>	Notify Thomas Cook, 8 rue Bellini, 75016 Paris, Tel: 01 47 55 52 52. Hours: 9:00 a.m. to 5:30 p.m., Monday through Friday. If more convenient, you can report the loss or theft of your travelers checks by calling collect the 24 hour refund service at Thomas Cook, Peterborough, England, Tel: 0800 908 330.
<b>VISA</b>	In Paris, call 08 00 90 14 24 (Toll-Free) or call collect (415) 574.7111. To call collect, dial 0800 990 011 for an AT&T operator.

## **Warning against pickpockets:**

Each year some 2,000 Americans report their passports stolen or lost in Paris. Many of them are the victims of pickpockets operating in areas frequented by tourists, particularly museums, crowded subways and train stations. Foreign tourists are easy to spot by their language, clothes, guidebooks and cameras. Pickpockets assume that tourists carry lots of cash and that they are sufficiently preoccupied with their unfamiliar surroundings to be vulnerable.

### **How pickpockets operate:**

Professional pickpockets often work in pairs or larger groups. The victim rarely knows what has happened until he discovers his wallet missing, and recalls that earlier in the day he was jostled on the subway. A lady's handbag with a zipper or clasp is no problem for a pickpocket if it is dangling carelessly out of the owner's sight, or lying on the floor in a restaurant or shop; about 70 percent of the victims in Paris are women. Likewise, a man's outside pocket is easy for a pickpocket to access.

In general, all the pickpocket wants is your money. Unfortunately, he/she usually gets other things too, because many tourists carry all their documents in "convenient" travel wallets. The tourist who loses his or her passport, identification, tickets, cash, credit cards and travelers checks at the same time is in real trouble. Although the wallet minus cash is often discarded by the thief and eventually turned to the Paris "Lost and Found" office, the victim's vacation may be ruined, as he will already have spent a lot of time replacing lost credit cards, driver's license, tickets, etc. Please warn your traveling companions, family members, or house guests to be especially careful with their valuable documents and money.

### **The following may help you avoid becoming a victim:**

Carry with you only what you need; leave in your hotel safe such valuables as jewelry, Euro passes (Eurail,) airline tickets, travelers checks, credit cards, extra cash, and your passport.

Once inside France, American tourists are not required to carry their passports at all times; a student card or driver's license is usually sufficient if you are asked by a police officer for identification. Carry your passport separately from your wallet or handbag. This is not always feasible for women, but men can carry their passports in a front pants pocket instead of their inside jacket pocket. DON'T have one family or group member carry everyone's passport; never put all of a group's passports in the same bag or briefcase.

Hold your purse or shoulder bag tightly under your arm when in crowds. Keep it on your lap or in full sight in restaurants and public places. On the street, a woman should walk some distance from the curb and carry her handbag under the arm away from the street to prevent motorcycle thieves from grabbing it. Do not stand too close to the curb while waiting to cross a street. Be alert for groups of noisy children who swarm about you with distracting signs or papers begging for money. Despite their youth, they are among the best pickpockets in Paris.

**DON'T** leave your valuables in a locked car; locks are easily jimmied by experts; the trunk is not safe either.

**DON'T** resist if you are mugged; you can get badly hurt. If you catch a pickpocket in the act,

**DON'T** go for him unless a police officer is nearby; some pickpockets carry knives.

**DON'T** go into shock. We know it hurts to get robbed. If you are robbed, ask immediately for the location of the nearest police station (*commissariat*.) Each of Paris' 20 districts (*arrondissements*) has three or four commissariats; train stations also have one. Report the theft or loss to the police, who will give you a **Récépissé de Declaration de Perte ou de Vol**; this receipt is useful for insurance purposes as well as temporarily covering the loss of your identification documents. If you lose your passport or need other assistance, report the theft to the American Embassy.

### **Practical advice:**

To help you to enjoy your stay in Paris:

#### **Your money:**

- ◆ Carry the smallest amount of cash possible;
- ◆ Put your money in several different places on your person (handbags, pockets, etc.);
- ◆ Use bank notes of small or medium denomination.

**Credit cards:** keep the PIN numbers secret at all time, do not throw away receipts, note your credit card numbers and keep it separately to inform your bank if the cards are stolen or lost.

#### **Your Passport and Driver's license:**

- Make photocopies of your passport and driver's license (this will be of help if the originals are lost or stolen.);
- ◆ If you are a tourist, write down carefully your temporary address and always keep it with you;
- ◆ Do not write your name and address on your key-ring.

#### **In public places, particularly in public transport (bus, subway, RER):**

- NEVER leave your luggage unattended;
- ◆ Be cautious if caught in provoked jostles;
- ◆ Ensure that the opening of your handbag is facing toward you;
- ◆ Do not carry valuables in your side or back pockets.

#### **Preventing theft from parked vehicles:**

- ◆ Leaving displayed property in your vehicle increases the risks of theft. A few simple precautions will help the police better protect you against this type of theft;
- ◆ Parked vehicles: avoid leaving any valuables (cameras, clothes...) inside your vehicle;
- ◆ Keeping your car safe; even while driving, close the windows and lock the doors, including the trunk.

**The Embassy Can Help:**

**The Embassy has an information sheet on how to replace certain items (such as credit cards and airline tickets) which have been stolen or lost. If you have lost all of your money, we can give you information on the most rapid means for money transfer, and can assist you in contacting family or friends. If your passport was stolen, we can issue you a replacement.**

## PRINCIPAL U.S. AND FRANCO-U.S. ORGANIZATIONS

The Embassy publishes this list as a convenient reference for interested groups and individuals. It is not an exhaustive compilation, but includes groups and organizations known to the Embassy through its dealings with the American community. Organizations not on this list and who consider themselves to be active in American community life in Paris are cordially invited to make their interests known to the Embassy. If errors have occurred in this list, they will be corrected in the next edition. Each organization should bring any errors to the Embassy's attention, as well as any changes in names, addresses, telephone numbers and basic information. All corrections and changes should be sent to: American Embassy, Office of American Services, 2 rue Saint Florentin, 75382 Paris Cedex 08.

### ***ACADEMIC YEAR ABROAD***

Tel: 01 43 20 91 92

4 rue de Chevreuse, 75006 Paris

Founded and incorporated in the State of New York in 1961, this organization specializes in planning an academic year abroad for students who are in college or about to enter college. For a fee covering costs, the organization makes all arrangements for tuition, board and lodging.

### ***AMERICAN AID SOCIETY***

Tel: 01 43 12 48 07 or 01 43 12 47 90

United States Embassy, 2 rue Saint Florentin, 75001 Paris

The American Aid Society of Paris is a private, non-profit, volunteer organization founded in 1922. Although the American Embassy provides office space for the Society, donations are its sole source of financial assistance for Americans in temporary difficulty in France. A limited number of grants for elderly, disabled or sick Americans residing in France are also funded through gifts.

### ***AMERICAN CATHEDRAL CLUB***

Tel: 01 53 23 84 00

23 avenue Georges V, 75008 Paris

The American Cathedral club is a social club for members of the Cathedral. Activities include four dinner meetings a year. The speakers are theologians, the American Ambassador, and other persons having an interest in the American Cathedral Community.

### ***AMERICAN CATHOLIC WOMEN'S ORGANIZATION*** Tel: 01 42 27 28 56

Saint Joseph's Church, 50 avenue Hoche, 75008 Paris

A group founded in 1954 to encourage religious and social interaction among women of all races, nationalities and creeds. Various group activities raise funds to support people in need through charitable contributions. Members enjoy lectures, luncheons, retreats, trips, coffees, and classes.

### ***AMERICAN CHAMBER OF COMMERCE IN FRANCE INC.***

Tel: 01 56 43 45 67

156 Boulevard Haussman, 75008 Paris

Fax: 01 56 43 45 60

Founded in 1894, this private not for profit organization promotes Franco-American economic relations. It serves as a representative body for U.S business in France. It also helps American companies integrate more effectively into the French business community and offers French firms an opportunity to build closer ties with U.S business in France. A directory, including members and a list of American companies in France is available by mail. Please consult the website

[www.amchamfrance.org](http://www.amchamfrance.org)

Email: [amchamfrance@amchamfrance.org](mailto:amchamfrance@amchamfrance.org)

***AMERICAN CLUB OF PARIS***

Tel: 01 47 23 64 36 Fax: 01 47 23 66 01

34 avenue de New York, 75116 Paris

Founded at the time of Benjamin Franklin, it was first called The American Club in 1904, as the successor to several American men's clubs. Principal activity consists of guest speaker lunches with prominent French and international "news makers" in fields of science, the arts, politics, literature. All applications to join require two sponsor members of the Club and the presence of the prospective member at a membership cocktail. Annual dues: €100, Initiation fees: €160. There is no clubhouse or other physical facility.

***AMERICAN LEGION***

Tel: 01 44 74 73 42

22-24 Boulevard Diderot, 75012 Paris

This veteran's organization was founded in Paris in 1919 and now has worldwide membership of over three million members. Meetings are on the third Saturday of each month at 10:30 a.m.

E-mail: [american.legion@free.fr](mailto:american.legion@free.fr)***AMERICAN LIBRARY IN PARIS INC.***

Tel: 01 53 59 12 60 Fax: 01 45 50 25 83

10 rue du General Camou, 75007 Paris

Open Tuesday through Saturday 10 a.m.-7 p.m. / Métro: Alma Marceau or Ecole-Militaire

The American Library in Paris is open to the English-reading public of all nationalities by membership; consultation by non-members is possible at a daily user's fee. The library also has a modern research center with CD-ROM indexes and a periodicals collection a special CAPES/*Agrégation* section, a Children's Services Department with a weekly Story Hour on Wednesdays, and a monthly Evening With An Author lecture series free and open to the public.

Email: [alParis@noos.fr](mailto:alParis@noos.fr)Website: [www.americanlibraryinParis.org](http://www.americanlibraryinParis.org)***AMERICAN OVERSEAS MEMORIAL DAY ASSOCIATION INC***

Tel: 01 47 23 38 88

34 avenue de New York, 75016 Paris

Founded in 1920, the Association's principal activity is arranging and financing ceremonies on Memorial Day at U.S. military cemeteries in Europe. Also arranges for the placing of American flags on the graves of all American veterans buried in local cemeteries in Europe. Annual dues are 200 French Francs or the equivalent in U.S. currency.

***AMERICAN WOMEN'S GROUP IN PARIS***

Tel: 01 42 73 28 72 Fax: 01 42 73 36 74

32, rue du General Bertrand, 75007 Paris France

The American Women's Group in Paris (AWG) is a social, cultural and educational organization. We offer interesting and entertaining activities to enrich your French experience: Tours and trips with highly rated English speaking guides, lunches at world famous restaurants, "how to" classes on flower arranging or Cordon Bleu cooking, French conversation groups, book clubs, etc. Whatever your interests, we have something for you! About 20% of our members work or own their own businesses in Paris and each month we have activities of interest to them as well. Established over 50 years ago, we welcome English speaking women from all countries as well as the USA. Contact us at our office or visit us at one of our monthly coffees to get further details.

E-mail: [awgparis@wanadoo.fr](mailto:awgparis@wanadoo.fr)Website: [www.awgparis.org](http://www.awgparis.org)

**ASSOCIATION FOR THE MENTALLY RETARDED (FAVA)** Tel: 01 42 45 17 91  
24 rue Alsace Lorraine, 75019 Paris

**ASSOCIATION OF AMERICANS RESIDENT OVERSEAS (AARO)** Tel: 01 47 20 24 15  
34 avenue de New York, 75016 Paris Fax: 01 47 20 24 16  
Since its establishment in 1973, this issues-oriented organization has been a focal point for protecting the basic rights of overseas Americans. With members living in over 20 countries, AARO concentrates on such issues as voting rights, citizenship, taxation, health care, and business competitiveness. Members are eligible to apply for AARO's Group Medical Health Care Plans. Also quarterly Newsletter, topical seminars and meetings. AARO is a Founding Member of the World Federation of Americans Abroad  
Office hours: 10:30 a.m. to 3:30 p.m. Monday through Thursday  
Email: [aaro@aaro.org](mailto:aaro@aaro.org)

**ASSOCIATION OF AMERICAN WIVES OF EUROPEANS (AAWE)** Tel: 01 40 70 11 80  
34 avenue de New York, 75016 Paris Fax: 01 47 23 32 27  
AAWE is a non-profit organization based in the Paris area. The majority of its 600 members is made up of Americans married to Europeans. The AAWE Guide to Education, 5th Edition lists the bilingual/English language schools throughout France and contains information on bilingual education as well as the French school system. The AAWE Guide to Living in France, 2nd Edition provides information on marriage, divorce, retirement, wills and inheritance, real estate, care for seniors and job hunting. Each year the group holds a Christmas Bazaar, which is its main fundraising activity.  
Website: [www.aaweParis.org](http://www.aaweParis.org)  
Email: [aawe@wanadoo.fr](mailto:aawe@wanadoo.fr)

**BERKELEY CLUB** Tel: 01 46 07 00 43 Fax: 01 46 07 09 50  
196 rue Fbg. Saint Martin, 75008 Paris  
Email: [annemileti@hotmail.com](mailto:annemileti@hotmail.com)  
Founded in 1982, the Berkeley Club is the French Alumni Association of the University of California, Berkeley Campus. Activities include meetings and conferences. A directory is published every two years, showing for each alumnus personal and professional data, personal profile and business resume. For more information please send an email to:

**BOSTON UNIVERSITY ALUMNI ASSOCIATION OF FRANCE** Tel: 01 44 62 20 53  
3 bis rue Jean Pierre-Bloch, 75015 Paris  
The Boston University Alumni Association of France welcomes alumni of all BU Campuses and their friends. Association gatherings include monthly get-togethers with the board, professional seminars and conferences, social gatherings for American festivities, and cultural activities.

**CIDJ** Tel: 01 44 49 12 00  
101, quai Branly, 75740 Paris  
A good source of information about temporary employment in France is the Centre d'Information et de Documentation Jeunesse (CIDJ.) The CIDJ offers a useful information sheet: *Reglementation et Recherche d'Emploi pour les Etudiants Etrangers pendant les Vacances Universitaires* (No. 5.543). There are several CIDJ in France.



**THE CORNELL CLUB OF FRANCE**

Tel: 06 64 24 87 60

26, rue des Fosses Saint-Jacques, 75005 Paris

The Cornell Club of France organizes receptions, talks and social functions with visiting faculty and alumni. Prospective applicants are interviewed and support links between Cornell and France are established. The association is open to all alumni and their spouses, current Cornell students and their parents, and other friends of Cornell. There are 800 Cornellians in France. The CCOF was founded in 1956 and has chapters in Paris, Lyon (Rhône-Alpes), Nice (PACA) and Bordeaux. The current President of CCOF is Curtis Bartosik. For a monthly newsletter or other information please refer to the following e-mail address and/or website:

E-mail: [cornellcluboffrance@cornell.edu](mailto:cornellcluboffrance@cornell.edu)Website: [www.alumni.cornell.edu/orgs/clubs/paris/home.htm](http://www.alumni.cornell.edu/orgs/clubs/paris/home.htm)**COUNCIL ON INTERNATIONAL EDUCATIONAL EXCHANGE**

Tel: 01 58 57 20 50

112 ter rue Cardinet, 75017 Paris

Offering study abroad, student work exchanges, voluntary service, and student travel, CIEE is a non-profit association with over 300 universities, colleges and other institutions as members. Programs in France include international study programs for students 18 years and older; work exchange programs for students (summer jobs in the US and all year round in Canada and France, internship opportunities in Europe and the US); TOEIC, standard in evaluating levels of English proficiency for professional purposes.

**THE COUNSELING CENTER**

Tel: 01 47 23 61 13 Fax: 01 47 23 95 30

23 avenue George V (at the American Cathedral,  
75008 Paris

The Counseling Center at the American Cathedral is staffed by experienced and highly qualified psychotherapists working with adults, adolescents and children with a wide range of problems and concerns. Individual, family, and couple therapy is offered by appointment Monday through Friday by calling the above telephone number, covered by an answering machine around the clock. Messages received are answered promptly.

**DAUGHTERS OF THE AMERICAN REVOLUTION  
(NATIONAL SOCIETY OF THE)**

Tel: 01 48 04 32 16

c/o Madame Bertrand Chatel de Brancion Rochambeau Chapter, 22, rue des Quatre-Fils, 75003 Paris  
Members are descendants of those who served and participated in the American Revolution; their goal is to maintain Franco-American friendship. The group participates in various American ceremonies: July 4, Memorial Day, Thanksgiving

**DEMOCRATS ABROAD FRANCE**

Tel: 01 45 49 14 70

240 bis Blvd St. Germain, 75007 Paris

Represents the Democratic Party in France, and enables American voters residing in France to directly exercise their rights in the U.S. political process and to participate in the activities of the Democratic Party. E-mail: [demsabroad@noos.fr](mailto:demsabroad@noos.fr)

**For voter information** contact Louise Meyers at 01 45 53 01 62 or by e-mail at [Vote-fr@democratsabroad.org](mailto:Vote-fr@democratsabroad.org).

**THE ENGLISH LANGUAGE LIBRARY FOR THE BLIND**

Tel: 01 42 93 47 57

35 rue Lemer cier, 75017 Paris

The Library provides audio books to English-speaking blind and visually handicapped subscribers living in France and other countries outside the English-speaking world. This action for the blind is entirely supported by private and institutional donations. Volunteers are always needed, in particular volunteer readers to add new books to the 1400 titles in our catalogue.

Email: [ellb@online.fr](mailto:ellb@online.fr)**FACTS**

Tel: 01 44 93 16 32

190 Boulevard de Charonne, 75020 Paris

FACTS is an association under the law of 1901 which provides counseling, treatment information, support and education to the English-speaking community in Paris. The FACTS-Line is an anonymous information and support line in English for persons concerned by HIV and AIDS, which can be reached at 01-44-93-16-69 (Monday and Wednesday from 6 p.m. to 10 p.m.)

**FONDATION DES ETATS UNIS**

Tel: 01 53 80 68 80 Fax: 01 53 80 68 99

15 Boulevard Jourdan, 75014 Paris

Founded in 1927 with private donations, this French equivalent of the "International Houses" on larger American campuses provides lodging and cultural facilities to American graduate students, professors and researchers. The foundation also accepts French and other nationalities. Located in the Cité Internationale Universitaire de Paris (C.I.U.P.), it has 270 single rooms.

Email: [fondusa@iway.fr](mailto:fondusa@iway.fr)**FONDATION DU MEMORIAL DE L'ESCADRILLE LA FAYETTE**

Tel: 01 47 23 38 88

34 avenue de New York, 75016 Paris

Founded in 1930, the Foundation maintains a monument in the park of St. Cloud, provides for suitable ceremonies, and educates French and American youth on the history of their respective countries. The memorial consists of a crypt containing tombs and a triumphal arch inscribed with the names of the 68 members of the LaFayette Escadrille and the LaFayette Flying Corps who were killed during World War I.

**FRANCE AMERIQUES**

Tel: 01 43 59 51 00

9-11 avenue Franklin D. Roosevelt, 75008 Paris

A private, non-profit organization founded in 1909 to foster better relations between France and the nations of the Americas. A club, with restaurant, offering many facilities to its members: lounge, bar, garden-terrace, library, and four large drawing rooms suitable for banquets, cocktails, business lunches or dance evenings. Numerous economic, cultural and social events take place in the club, which is located in a nineteenth century mansion of richly authentic "Second Empire" decoration. France-Amerique is also a debating circle on economic and geopolitical matters. Several other Franco-american organizations and universities are housed in the same building.

**FRANCE ETAT-UNIS**

Tel : 01 45 27 80 86 Fax: 01 45 27 80 58

39, bd Suchet, 75016 Paris

France Etats-Unis, is a non-profit organization ("loi 1901") founded in 1945. Its goal is to contribute to a better understanding between the French and American people. With 2500 members in 20 cities across France, activities include conferences and discussions on social, historic, economic, international, political and artistic subjects. It organizes guided visits to exhibits and sites of interest to promote Franco-American exchanges. It publishes a quarterly newsletter, "France USA, le journal des relations Franco-Américaines". Website: [www.france-etatsunis.com](http://www.france-etatsunis.com)

**FRANCO-AMERICAINE CINEMA THEATRE (FACT)** Tel / Fax: 01 43 44 76 98

63 rue de Reuilly, 75012 Paris

FACT is a Franco-American acting training center located in Paris with a summer workshop in New York City. In Paris, FACT offers eight different ongoing classes, one of them is conducted in English, and a bilingual summer workshop. The association's goal is to foster cultural exchange in the performing arts on a human level by establishing professional bilingual training, research and performance, under one roof and on two continents, thus encouraging a sense of community among artists of diverse nationalities, ethnicities and cultural traditions

Website: [www.chez.com/fact](http://www.chez.com/fact)

**FRANCO AMERICAN COMMISSION FOR EDUCATIONAL EXCHANGE** Tel: 01 44 14 53 60

9 rue Chardin, 75016 Paris

Open Monday-Friday from 9:15 a.m. to 5:15 p.m. The commission administers the Fulbright program in France. The Educational Advising Center is open to the public weekdays except for Tuesday from 2 to 4:30 p.m. The Educational Advisors are available on Monday afternoons and Thursday and Friday mornings by appointment only. Counseling and documentation concerning French and American universities, information on SAT college entrance examinations is provided. **(Note: They no longer certify translations of transcripts.)** Closed in August and on all legal French holidays.

Educational Advising Center: tel. 0892 68 07 47

Email: [cfa@fulbright-france.org](mailto:cfa@fulbright-france.org)

Website: [www.fulbright-france.org](http://www.fulbright-france.org)

**FRANCE-LOUISIANE / FRANCO-AMERICANiE**

Tel: 01 45 88 02 10

17 avenue Reille

Fax: 01 45 88 03 22

75014 Paris

France Louisiane, Franco-Américaine is a non-profit organization founded in 1977. FL/FA's aim is to establish links between French people and French-speaking persons living in the United States.

FA/FL's library which has information about French heritage in the United States is the most important of its kind in France. The organization has chapters in France and in Louisiana and publishes a quarterly newspaper "La Gazette de la Francophonie Américaine."

Website: [www.flfa.free.fr](http://www.flfa.free.fr)

E-mail: [flfa@free.fr](mailto:flfa@free.fr)

**GIRL SCOUTS (USA)**

Tel: 01 46 07 46 36

USA GIRL SCOUTS represents a group of about 200 girls and 100 women in the Paris area who follow the American girl scout program. Meetings are either through an affiliation with the American School of Paris, the American Section of the Lycee International in St-Germain en Laye or Marymount Schools or as individual troops in the center of Paris or suburbs. For further info please contact: Ms. Kim Jaulin, 203 quai Valmy, 75010 Paris, France

**HARVARD BUSINESS SCHOOL CLUB OF FRANCE (HBS)**

Tel: 01 42 56 20 98

9-11 avenue Franklin D. Roosevelt, 75008 Paris

The principal activity of this club is monthly luncheon meetings. The Club also periodically schedules debates with other business schools, and offers an informal counseling service to prospective students of the Harvard Business School concerning the job market in their field.

**INTER ALLIED CLUB**

33 rue du Faubourg Saint-Honoré, 75008 Paris

sports facilities and, as the name implies, includes members from various nations. The American Club and certain other groups hold their meetings or luncheons at the Club

Tel: 01 42 65 96 00 Fax: 01 42 65 70 34

The Club provides luncheon and indoor

**INTERNATIONAL COUNSELING SERVICE (ICS)**

Tel: 01 45 50 26 49

65 quai d'Orsay, 75007 Paris

International Counseling Service, founded in 1977, is a long established psychological service in Paris, staffed by highly qualified Mental Health Professionals (all bilingual): Clinical Psychologists, Psychotherapists and a Psychiatrist. Individual, family, couple and group therapy for adults, adolescents and children are offered, by appointment, to people with a wide variety of problems and concerns. Office, located at the American Church, is open weekdays all day and Saturday mornings. A 24-hour answering service records messages, answered promptly. The first interview is free of charge.

**JUNIOR SERVICE LEAGUE OF PARIS**

Tel: 01 47 20 00 03

34 avenue de New York, 75016 Paris

The Junior Service League of Paris welcomes women wishing to contribute as a trained volunteer in the areas of health and child welfare, including cancer support and infertility support groups, excursions and toy collections for underprivileged children, training courses for child minders, and lunches for the unemployed. For more information: The Mona Bismarck Foundation, 34 avenue de New York, 75116 Paris, Tel: 01 42 61 55 72

**LADIES AUXILIARY OF THE AMERICAN LEGION**

Tel: 01 44 74 73 42

Paris Post 1, 22-24 Boulevard Diderot, 75012 Paris

The Auxiliary is composed of wives, widows and daughter of U.S veterans and the group meets every second Saturday of the month.

**THE MONA BISMARCK FOUNDATION**

Tel: 01 42 61 55 77 Fax: 01 42 86 94 07

34 avenue de New York, 75016 Paris

The aim of this non-profit American organization is to encourage and promote international artistic, scientific and educational activities, particularly those that further Franco-American friendship. The Foundation is housed in the magnificent Paris townhouse of the late Countess Bismarck, with four imposing salons for exhibitions, concerts and receptions.

**NEW YORK UNIVERSITY CLUB OF FRANCE**

1 bis Place du Commerce

75015 Paris

This organization represents alumni of New York University living in France. It organizes conferences, cocktails and meetings and promotes cultural and professional exchanges with the University and with its members. President: Mr. Laurence Rahmil, Esq.

Website: [www.nyu-club-france.com](http://www.nyu-club-france.com)

E-mail: [nyuclub@nyu-club-france.com](mailto:nyuclub@nyu-club-france.com)

**PARIS ALUMNAE NETWORK**

Tel: 01 39 58 84 80

For alumnae/i who are active in the workforce, seeking employment or recently retired, as well as some students, PAN offers a broad scope of activities to enrich its members lives collectively and as individuals. Created in 1995 PAN as an associate member has been active in the consolidation of the many alumni clubs established in France into an official 1901 association, AUC France. For member information, please call Patricia Monacelli, President of the association.

E-mail [monacelli@hec.fr](mailto:monacelli@hec.fr) -- Website: [www.pan-paris.org](http://www.pan-paris.org)

**PARIS JEWISH CONNECTION**

Tel: 01 45 41 60 02

5 rue Maire Davy  
75014 Paris

The Paris Jewish Connection is a mostly English speaking “1901” association, with around 250 participants. In existence for over 15 years, there are numerous social, cultural, and educational events with Jewish content in the Paris region. Occasionally events are held in French when the “speaker” does not speak English. There is a small fee for most events, and non-members pay 5 euros in general. Please call the Mr. Sam Taub at the telephone number indicated above for more information on membership, newsletters etc

E-mail: [sam.taub@acunet.fr](mailto:sam.taub@acunet.fr)

**PRINCETON ALUMNI ASSOCIATION OF FRANCE**

Tel: 01 45 49 04 75 Fax: 01 45 49 08 25

127 Boulevard Raspail, 75006 Paris

Organizes events and social functions, sometimes in collaboration with other clubs and organizations, with a view towards encouraging contact among Alumni and between France and the U.S. Interviews prospective applicants and provides a link with the University Alumni Council. The Association is open to all Alumni and their spouses, current Princeton students and their parents, and other friends of Princeton.

Email: [pamwesson@wanadoo.fr](mailto:pamwesson@wanadoo.fr)

**REID HALL**

Tel: 01 43 20 33 07

4 rue de Chevreuse, 75006 Paris

Division of Columbia University, Reid Hall is a lovely 18th-century house whose mission it is to foster Franco-American exchanges on the university level. Professors, students and educational groups become members of Reid Hall which offers them classroom space, office space and access to the common rooms and gardens. Many overseas undergraduates and graduate programs are based at Reid Hall, including Columbia University Programs in Paris.

**REPUBLICANS ABROAD FRANCE**

Tel: 01 45 50 48 27

21 rue Monsieur, 75007 Paris

Republicans Abroad France is the official representation of the Republican National committee in France. Its primary purpose is to assist and inform Americans on all issues relating to absentee voter registration, but also organizes dinners, receptions and other events to promote the Republican Party and acts in an outreach capacity to both the American and French communities.

Email: [rpingeon@aol.com](mailto:rpingeon@aol.com)

***SAINT ANNE'S GUILD***

Tel: 01 42 67 26 74

23 avenue Georges V, 75008 Paris

St-Anne's is a women's organization in the Cathedral which supports children's, women's and family activities for the enhancement of the Christian ethic. St. Anne's supports the work of the Sunday School and Nursery, Youth Groups and provides a monthly forum for discussing issues of interest to its members. Halloween, Christmas and Easter parties are organized for children; a family advent workshop and support for the Parish picnic are provided yearly. New Programs and project ideas are entertained each year.

***LA SOCIETE DES QUARANTE HOMMES ET HUIT CHEVAUX***

Tel: 01 43 87 69 96

34 avenue de New York, 75116 Paris

La Société des Quarante Hommes et Huit Chevaux, an independent Fraternal Organization of Veterans, popularly known as the Forty and Eight, is composed of American Legionnaires of World War II, Korean, Vietnam, Lebanon, Panama and the Gulf conflict periods. The Forty and Eight was founded in 1920 and the Grande de France was chartered in June 1925. Voiture Locale (Post) is located in Paris and Voiture Locale 1496 worldwide. Two seasonal newsletters are published and four promenades (meetings) a year are held in the Mona Bismarck Foundation, followed by social luncheons. For more information on ceremonies, Memorial Day etc., held by this association, please call Mr. Frank J. Corrigan (State Cdr.) at the a telephone number indicated above for more information.

***SOCIETY OF THE CINCINNATI***

Tel: 01 45 61 45 40

2 bis rue Rabelais, 75008 Paris

The Society of the Cincinnati is composed of persons who trace their ancestry to high ranking officers of the regular French Army and Navy who fought in the American Revolution. The purpose of the Society is to keep alive the spirit of friendship between France and the United States. The French branch hosts an annual ceremony in celebration of the victory of Yorktown in 1781.

***SONS OF THE AMERICAN REVOLUTION (SAR)***

Tel: 01 40 62 97 19

20 rue Bosquet, 75007 Paris

The French branch of the SAR was created in 1926 by an ancestor of Comte de Chambrun. Members are descendants of participants in the American Revolution; their aim is to maintain Franco-American friendship. The group participates in various American ceremonies on July 4 and Memorial Day.

***S.O.S HELP***

Tel: 01 46 21 46 46

SOS HELP, founded in Paris in 1974, offers the English-speaking community in France a telephone support service, 7 days a week, including holidays, from 3:00 p.m. to 11:00 p.m. Its objective is to provide an anonymous telephone crisis line / suicide prevention listening service.

Website: [www.soshelpline.org](http://www.soshelpline.org)***STANFORD CLUB OF FRANCE***

Tel: 01 45 53 28 84

79 avenue de la République, 75011 Paris

The main objectives of the Club are to facilitate interaction and communication between Stanford alumni, faculty, and students and allow members to keep abreast of new developments at Stanford. There is a monthly newsletter, a directory of Stanford alumni in France. Website: [www.stanford-fr.org](http://www.stanford-fr.org)

**THE TRAVELLERS**

Tel: 01 43 59 75 00

25 avenue des Champs Elysees, 75008 Paris

This men's club, patterned on the British model, provides lodging, restaurant, and bar service. Most of the members are

English-speaking professionals, primarily British and American businessmen.

**UNITED SERVICE ORGANIZATIONS (USO)**

Tel: 01 40 70 99 68 Fax: 01 40 70 99 53

20 rue de la Trémoille, 75008 Paris

USO serves visiting American military personnel and their families. Hotel reservations, discount tours, night club and theatre tickets, transportation information, and APO mail drop are among the services offered. The Paris USO operates temporary fleet centers in northern French ports during U.S. Navy ship calls. Office Hours: 11:00 a.m. -5:00 p.m. Tuesday - Friday, 9:00 a.m.- 2:00 p.m. Saturday. Closed Sunday and Monday and local French holidays

Website: [www.usoParis.org](http://www.usoParis.org)Email: [information@usoParis.org](mailto:information@usoParis.org)**VETERANS OF FOREIGN WARS OF THE UNITED STATES**

Tel: 01 42 24 52 57

Poste Number 605 the Benjamin Franklin Post 7

Fax: 01 42 88 85 15

7 rue Agar, 75016 Paris

They hold monthly meetings, with the exception of July and August. They re-ignite the flame under the Arc de Triomphe every January 16. They are active on Memorial Day, especially at the Cemetery of Bois de Belleau. They hold their Annual Banquet in April of each year. Among others during year past, they created a memorial in memory of a B-17 crew, which crashed during the war on the Island of Chausey.

**WELLESLEY CLUB OF FRANCE**

Tel: 01 45 53 00 42

12 rue Mesnil

The Club is open to all Wellesley College alumnae, students and faculty. The Club organizes social and cultural gatherings (sometimes with other U.S. alumni/ae clubs; awards grants to juniors in the Wellesley-in-Aix program; recruits prospective students; sponsors Wellesley Book Awards for high school students; and publishes newsletters and an annual directory.

E-mail [sjkatw@aya.yale.edu](mailto:sjkatw@aya.yale.edu)**WICE**

Tel: 01 45 66 75 50 Fax: 01 40 65 96 53

20 Boulevard du Montparnasse, 75015 Paris

WICE is a non-profit multinational association offering hundreds of educational programs in English including a university certificate in Teaching English as a Foreign Language. Each summer it sponsors the week-long Paris Writers' Workshop. WICE members have access to French-English conversation groups, a bilingual book group, a resource library and lending library, and discounts at a number of museums, stores, and activities in Paris. The association is volunteer-run, offering a broad-array of work opportunities in substantive areas.

Email: [wice@wice-Paris.org](mailto:wice@wice-Paris.org)Website: [www.wice-paris.org](http://www.wice-paris.org)

***WOMEN OF THE AMERICAN CHURCH IN PARIS (WOAC)***

Tel: 01 45 56 09 50

65 quai d'Orsay, 75007 Paris

Provides opportunities for women to meet together in friendship and to assist newcomers to make a successful transition to life in Paris. An orientation Program, "Bloom Where You're Planted," for English-speaking newcomers to Paris is held the first three Tuesdays in October. A guide to living in Paris, the "Bloom Book" is updated yearly and available for purchase. The Information Center is located in the Franco-American Community Center of the American Church in Paris.

***YALE CLUB OF PARIS***

Tel: 01 48 04 51 75 Fax: 1 48 04 51 17

16 rue du Vieille du Temple, 75004 Paris

The Yale Club of Paris welcomes alumni of all schools of Yale University and their friends. Club gatherings include get-togethers, meetings with guest speakers, performances of Yale singing groups, and events sponsored jointly with other university alumni associations. The Club works to strengthen ties between Yale and France

**FRANCO-U.S. ORGANIZATIONS NEAR PARIS:**

**Ivry sur Seine**

***MESSAGE MOTHER SUPPORT GROUP***

Tel: 01 46 72 94 68

24 rue Saint Juste, 94200 Ivry sur Seine

English-speaking mothers' organization in Paris and surrounding areas. Offers contact, activities, information, help and support to pregnant women and mothers of young children. Activities include coffees, speakers, baby and toddler playgroups, seasonal parties, park visits.

Founded in 1984, MESSAGE has over 900 members. Offers preparation for childbirth classes and breastfeeding supporters.

Email: [info@messageParis.org](mailto:info@messageParis.org)

**L'Etang La Ville**

***LA LECHE LEAGUE FRANCE (LLL)***

Tel: 01 39 58 45 84

B.P. 18, 78620 L'Etang la ville

Meetings are held monthly for all mothers interested in learning about breast-feeding. Details and phone help available from any of the above leaders. LLL publishes its manual *The Womanly Art of Breast-feeding*. Members also receive a bi-monthly journal containing advice, latest research findings and testimonials on all aspects of breast-feeding.

**Neuilly sur Seine Cedex**

***AMERICAN HOSPITAL OF PARIS***

Tel: 01 46 41 25 25 Fax: 01 46 24 49 38

63 Boulevard. Victor Hugo, 92202 Neuilly sur Seine

A private, not-for-profit institution, it is the only hospital in Europe that has been recognized as conforming to the standards of the American Joint Commission on Accreditation of Healthcare Organizations. The majority of treatment and administrative staff are bilingual. The Emergency Room is open 24 hours/day, 365 days/year for medical, surgical and dental emergencies.



## **Suresnes**

### ***FOCH FOUNDATION***

Tel: 01 45 06 29 24 Fax: 01 46 97 04 39

Pavillion Balsan

40 rue Worth, 92151 Suresnes

The FOCH Foundation is a private, non-profit Franco-American organization chartered to render both financial and logistic support to the needy requiring hospitalization. In order to better realize their mission, the Founders created Hôpital FOCH, which is one of the premier private medical institutions of Europe with a 680-bed capacity. The Foundation's dual mission continues, developing and extending financial aid to a greater number of needy patients while maintaining the standards of excellence which have insured the hospital's international reputation. Further information regarding the Hôpital FOCH can be found on this list.

### ***HOSPITAL FOCH***

Tel: 01 46 25 20 00 Fax: 01 42 04 59 23

40 rue Worth, 92151 Paris

Founded in 1929, Hôpital FOCH of Suresnes belongs to the FOCH Foundation; both are private, non-profit, Franco-American organizations. Hôpital FOCH has participated in the French Public Health care Service since 1977. It is open 24 hours a day, 7 days a week, and is fully accredited by French Social Security. Bi-lingual staff available.

### ***THE WORLD FEDERATION OF AMERICANS ABROAD (WFAA)***

Tel: 01 42 04 05 24

BP 127, 92154 Suresnes

Fax: 01 42 04 09 12

The World Federation of Americans Abroad is a non-profit, non-partisan Federation of already existing organizations dedicated to representing the three million U.S. citizens who live and work overseas. Through its lobbying efforts in Washington D.C., it seeks to improve U.S. laws and policies in such areas as taxation, access to earned medical and social security benefits, voting, citizenship, business competitiveness and general U.S. policy toward Americans abroad.

Founding Members : AARO, ACA (Geneva,) ECACC, FAWCO.

**OTHER AREAS IN FRANCE** (please see the Embassy's website [www.amb-usa.fr](http://www.amb-usa.fr) under Consulates and APPs for further listings of Franco-American Organizations in each area.)

## **Bordeaux**

### ***BORDEAUX-LOS ANGELES ASSOCIATION***

Tel: 05 56 51 37 61

38 allée d'Orléans, 33000 Bordeaux

The Association Bordeaux-Los Angeles has as its objective to establish and develop cultural and commercial relations between Aquitaine and California, and in particular between the sister cities Bordeaux and Los Angeles.

## **Lezennes**

### ***AMERICAN CLUB OF LILLE***

Tel: 03 28 76 40 00 Fax: 03 20 56 98 20

19 avenue du Professeur Paul Langevin, 59260, Lezennes

## **Lyon**

### ***THE CALIFORNIA CLUB***

304 rue Garibaldi, 69007 Lyon

***AMERICAN CLUB OF LYON***

Tel: 06 67 43 20 81

B.P. 2060, 69226 Lyon cedex 02

Formally created in 1987, the American Club of Lyon is a non-profit organization. The Club is open to American citizens, their spouses and children. Other nationalities that have lived in the U.S for a period of 2 years or work for an American company may apply for membership. Fluency in English is a requirement for membership. The purpose of the Club is to draw American expatriates together to share a common cultural background and to provide a network of assistance for newcomers in France.

**Rennes**

***FRANCO AMERICAN INSTITUTE***

Tel: 02 99 79 20 57 Fax: 02 99 79 30 09

7 quai Chateaubriand BP 90446, 35014 Rennes cedex 03

The Franco-American Institute was founded in 1961. It is an USIA-sponsored 'binational center'. The institute advises Americans on various questions regarding administrative procedures, education, real-estate purchases, cross-cultural business transactions

## EDUCATION - SCHOOLS

The large, long-established American community in France makes possible a wide range of educational opportunities for Americans. Essentially three types of schools are available: private American schools, bilingual schools where both French and English are used, and the French school system, taught in French, which is designed to lead to the Baccalaureate examination. American children have been accepted in French schools and, when necessary, tutored in the French language. **The Embassy does not recommend particular schools or send representatives to visit them.**

*For more information on any of the schools listed below, please call the schools directly.*

### **American and British Schools:**

#### **THE AMERICAN SCHOOL OF PARIS (K – 12)**

Tel: 01 41 12 82 82

41 rue Pasteur  
92210 St Cloud

Fax: 01 46 02 23 90

Email: [bheussaff@asParis.org](mailto:bheussaff@asParis.org) (admissions secretary)

The American School of Paris, or ASP as the school is more familiarly called, is an independent, non-profit accredited co-educational school, pre-kindergarten through grade 12, that offers an American educational program to students of all nationalities. The Lower School (grades kindergarten-5) offers an educational program typical of reputable American elementary schools, with emphasis on meeting individual needs. The school has a guidance counselor, and English as a foreign language (ESOL) is instructed. A French language and culture program is included in the curriculum for all students. In addition an extra-curricular program of Franco-American activities for older students (grades 4-5) creates opportunities to mix with French children. Consistent with ASP's educational philosophy, the middle school offers a program of studies based on an American curriculum. Most school activities are self-contained: students have their own art, drama and sports programs. In addition there are frequent class trips and for 7th and 8th graders, the popular Outward Bound Program. The aim is to provide a varied and challenging educational program which emphasizes academic excellence as well as personal, social and intellectual growth. While encouraging students to excel, the middle school stresses cooperative behavior and respect for the rights and feelings of others. The upper school (grades 9-12, with an optional 13th year) provides a rigorous college preparatory program and extra-curricular activities typical of better independent schools in the United States. In addition to a standard American curriculum, the school offers a wide range of Advanced Placement courses, an intensive program for non-native English speakers, and the International Baccalaureate Diploma, permitting entrance to universities worldwide. Eighty percent of any graduating class has taken Advanced Placement or International Baccalaureate courses. Knowledge of French language and culture is stressed, with additional programs in Spanish, German. Facilities include four science laboratories, two gymnasiums, sports fields, a self-service cafeteria, and a 400-seat Performing Arts Center, used for numerous musical and dramatic activities.

Website: [www.asParis.org](http://www.asParis.org)

**MARYMOUNT INTERNATIONAL SCHOOL (nursery through 8<sup>th</sup> grade)**

72, boulevard de la Saussaye

92200 Neuilly-sur-Seine

Tel: 01 46 24 10 51

Fax: 01 46 37 07 50

Headmistress: Brigitte Dalton

Marymount School, Paris is accredited by the Middle States Association of College and Schools, and was founded by the Religious of the Sacred Heart of Mary in 1923. Today its aim is to fulfill the needs of elementary school students who will be spending only a few years in France and who wish to maintain continuity with an English-speaking program of education. It is a catholic, independent school open to boys and girls of all nationalities and religions. It has close ties with other Marymount Schools throughout the world. The students of Marymount range from nursery school through eighth grade, 4 to 14 years. Math and English classes form the core of the curriculum along with specialized courses in art, music, science, social studies, computer technologies, physical education and daily French lessons taught by native-born French teachers. The kindergarten level uses a Montessori approach. There is an English as a Second Language department as well as a Resource Center for children having learning difficulties that cannot be met within the regular classroom. Admission to this class is limited and based upon specific criteria. Marymount offers a strong after-school activities program. It provides opportunities for students to follow interests or needs in the areas of sports, music, drama, dance, karate, and art.

E-mail: [school@ecole-marymount.fr](mailto:school@ecole-marymount.fr)

Website: [www.ecole-marymount.fr](http://www.ecole-marymount.fr)

**INTERNATIONAL SCHOOL OF PARIS (K-12)**

Tel: 01 42 24 09 54

Fax: 01 45 27 15 93

6 rue Beethoven

75016 Paris

Email: [info@isParis.edu](mailto:info@isParis.edu)

Founded in 1964, the International School of Paris is a private, co-educational school, accredited by the European Council on International Schools (ECIS,) the New England Association of Schools and Colleges (NEASC,) and the French Ministry of the Interior. I.S.P. is a truly international school, with students and staff from 38 countries. The school offers an individualized Anglo-American/international curriculum, with instruction in mathematics, the experimental sciences, computing, the social sciences, physical education, the fine arts and language. The classes number 20 or fewer students. Instruction is conducted in English, with the exception of language classes. Students who are fluent in English are required to study French language and culture: up to 2 hours per week for K1/K2, 3 hours minimum per week for grades 1-4, and over 4 hours minimum per week for the remaining grades. I.S.P. provides a demanding program in grades 11-12, leading to the prestigious International Baccalaureate (I.B.) diploma or certificates, or the U.S. high school diploma. Exams offered: SSAT, PSAT, I.B., IGCSE.

Extracurricular activities include drama, soccer, swimming, martial arts, computing, and Saturday sports club. The I.S.P. accepts students throughout the school year, provided there is appropriate space available. Detailed information about the school's facilities, academic program, and bus service is available from the Director of Admissions.

Website: [www.isParis.edu](http://www.isParis.edu)

**BRITISH SCHOOL (K-12)**

38 quai de l'Ecluse  
78290 Croissy sur Seine  
Tel: 01 34 80 45 85

This is a small co-educational school. Instruction is conducted in English, Kindergarten through high school. Emphasis is placed on preparation for students' entry into all preparatory schools and colleges in Great Britain and the United States. The school will arrange for both the General Certificate of Education (advanced and ordinary level) for university entrance and the U.S. College Board Examination. Bus service is available for the Paris area, and hot lunches are served. Brochures and further information are available at the school or on the internet: [www.rmplc.co.uk/eduweb/sites/Paris](http://www.rmplc.co.uk/eduweb/sites/Paris)

**THE AMERICAN BUSINESS SCHOOL**

12 rue Alexandre Parodi  
75010 Paris

Tel: 01 40 03 15 04  
Fax: 01 40 03 15 05

Email: [absParis@groupe-igs.org](mailto:absParis@groupe-igs.org)

The American Business School Paris, is a constituent college of IGS University one of the largest private non-profit educational institutions in France which enrolls over 8000 students. The American Business School France offers a 4 year English language Bachelor of Business Administration program in partnership with AACSB accredited universities and colleges in the United States of America. Students can major in International Finance, International Marketing and International Business. A new major, "Entrepreneurship and E-business" will be offered as of 2001. Website: [www.groupe-pgs.asso.fr/abs](http://www.groupe-pgs.asso.fr/abs)

**Bilingual and Transition Schools:****COLLEGE-LYCEE INTERNATIONALE DE PARIS HONORE DE BALZAC**

118, boulevard Bessières  
75017 Paris  
Tel: 01 53 11 12 13

email [sections.internationales@voila.fr](mailto:sections.internationales@voila.fr)

The Lycée Collège Internationale de Paris, Honoré de Balzac at the Porte de Clichy (17e) provides free bilingual education. Its five established international sections (English, German, Spanish, Portuguese and Arabic) operate as part of a large French state secondary school and offer the opportunity for a French education adapted to the needs of international students. All students follow a French syllabus and in addition:

- \* English language and literature (4-6 hours a week);
- \* English History Geography (2 hours a week);

The school also provides classes in French as a Foreign Language (FLE) to enable students from abroad to integrate successfully into the program.

Entrance tests for the school year starting in September 2002 are on May 15 and 16.

Candidates interested in taking the tests should call or write the school or email: mailing address: Lycée Collège Honoré de Balzac / Sections internationales, 118, boulevard Bessières, 75849 Paris Cedex 17. Parents and children considering bilingual education in Paris will find a description of the school's entrance requirements and curriculum at the website: [www.balzac-apesa.org](http://www.balzac-apesa.org)

**L'ERMITAGE INTERNATIONAL SCHOOL OF FRANCE**

(State-associated, non-denominational school)

46, avenue Eglé,

78600 Maisons-Laffitte

ermitage@ermitage.fr

Web site : [www.ermitage.fr](http://www.ermitage.fr)

Tel: 01 39 62 04 02

Fax: 01 39 62 54 02

L'Ermitage – International School of France is a co-educational day or 5-day boarding school located in the residential park of Maisons-Laffitte. Welcoming pupils from close to 40 nationalities from pre-kindergarten to 12th grade, the school proposes a bilingual program of instruction in French and English within the French national curriculum.

Pre-school pupils can participate in a bilingual class (English teacher in the morning; a French teacher in the afternoon), while primary classes receive 5 hours of English per week with special classes for native English-speakers. In the Middle School (grades 6-9), pupils can study history, science and civilisation courses in English as well as a second foreign language. The International Brevet Diploma is taken by certain pupils at the end of 3ème (grade 9). The Upper School (grades 10-12) prepares students for the French Baccalaureate (Economic, Literary and Scientific sections) and the International Option of the French Baccalaureate (American Section). L'Ermitage will be offering the British A-Level diploma from September 2004, enabling pupils to take 4 subjects from a choice of 8 entirely in English, as well as compulsory courses in IT and French Civilisation/European Studies.

Students can choose from a wide variety of outings and cultural and participate in different clubs and athletic teams. Numerous exchanges are also offered (USA, Europe and Asia). Non French-speaking students arriving from abroad can benefit from adaptation classes during their first year of stay in France. The school makes every effort to integrate computer technology into the classroom (wireless, high-speed internet network, an intranet service offering an online information service, report card, register and educational data base, an extensive range of computer facilities including interactive whiteboards) in order to enhance the creativity and innovation of its teachers and students alike. L'Ermitage also benefits from an association with the internationally-renowned Round Square and Global Connections foundations.

**LYCEE INTERNATIONAL (American Section)**

Tel: 01 34 51 94 11

rue du Cheval à Fer

78100 St Germain en Laye

Email: [admissions.american@wanadoo.fr](mailto:admissions.american@wanadoo.fr)

For information on the American Section, Telephone: 01 34 51 74 85 (Mrs. Friel)

This Lycée provides an opportunity for Americans and other foreign children to study in a French school and at the same time take several additional courses in their national language. Foreign children are first given a full year of intensive training in special French classes. After they are ready to join other children of their age group, they are taught 24 hours a week in French by French teachers the regular curriculum at high school level. They are also instructed in their own language six to eight hours a week by teachers from their native countries, according to national programs in language, literature, history and culture.

**ECOLE ACTIVE BILINGUE SECTION JEANNINE MANUEL  
(Pre-Kindergarten – High School in several locations)**

Tel: 01 44 37 00 80  
Fax: 0145 79 06 66

70 rue du Theatre  
75015 Paris

Email: [reception@eabjm.com](mailto:reception@eabjm.com)

The Ecole Active Bilingue Jeannine Manuel is a private co-educational school subsidized by the French Board of Education by *contrat d'association*. It is also recognized by UNESCO as an “associated school.” Several class levels are taught in separated locations in Paris (see below.)

The aim of the school is to develop a bilingual and bicultural learning center for the students. In the primary classes, the French national program is taught and English as a foreign language and as a mother tongue is mandatory for all students. In the secondary classes, French is the working language, English is taught as a foreign language or a mother tongue by level of proficiency. Science, history, and geography are taught in English or French. For those students wishing to enter American Universities the curriculum is reinforced by subject in order to prepare students for the College Board Examinations. Adaptation classes for non-French speaking students run parallel to regular French classes.

Website: [www.eabjm.com](http://www.eabjm.com)

**ECOLE ACTIVE BILINGUE SECTION JEANNINE MANUEL (Kindergarten)**

15 rue Edgar Faure  
75015 Paris  
Tel: 01 44 49 09 43  
Fax: 01 45 67 65 15

**ECOLE ACTIVE BILINGUE SECTION JEANNINE MANUEL (Kindergarten and Primary)**

141 avenue de Suffren  
75007 Paris  
Tel: 01 47 34 27 72  
Fax: 01 45 67 25 75

**ECOLE ACTIVE BILINGUE MONCEAU (Administration)**

117 Blvd Malesherbes  
75008 Paris  
Tel: 01 46 22 14 24 (main contact number for all sections below)

**ECOLE ACTIVE BILINGUE MONCEAU (Pre K and Kindergarten )**

67 rue de Monceau  
75008 Paris  
Tel: 01 42 56 39 90  
Email: [infomo@eab.fr](mailto:infomo@eab.fr)  
Website: [www.eab.fr](http://www.eab.fr)

**ECOLE ACTIVE BILINGUE MONCEAU (Kindergarten and Primary)**

6 avenue Van Dyck  
75008 Paris  
Tel: 01 46 22 14 24  
Fax: 01 47 66 58 93  
Email: [infomo@eab.fr](mailto:infomo@eab.fr)  
Website: [www.eab.fr](http://www.eab.fr)

**ECOLE ACTIVE BILINGUE MONCEAU (Primary)**

7 rue Alfred de Vigny  
75008 Paris  
Tel: 01 46 22 37 00  
Email: [infomo@eab.fr](mailto:infomo@eab.fr)  
Website: [www.eab.fr](http://www.eab.fr)

**ECOLE ACTIVE BILINGUE MONCEAU (Middle School)**

16 rue Marguerite  
75017 Paris  
Tel: 01 46 22 20  
Email: [infomo@eab.fr](mailto:infomo@eab.fr) Website: [www.eab.fr](http://www.eab.fr)

**ECOLE ACTIVE BILINGUE MONCEAU (Middle School from 11 years old - British and American Sections)**

52 avenue Victor Hugo  
75016 Paris  
Tel: 01 45 00 11 57  
Email: [infomo@eab.fr](mailto:infomo@eab.fr)  
Website: [www.eab.fr](http://www.eab.fr)

**ECOLE BILINGUE ETOILE –MONCEAU (Lycée –High School)**

24 bis rue de Berri  
75008 Paris  
Tel: 01 47 63 30 73  
Email: [infomo@eab.fr](mailto:infomo@eab.fr)  
Website: [www.eab.fr](http://www.eab.fr)

**EURECOLE (trilingual school)**

5 rue de Lubeck  
75116 Paris  
Tel: 01 40 70 12 81  
Fax: 01 40 70 91 07  
Email: [direction@eurecole.com](mailto:direction@eurecole.com)

Eurecole, a trilingual European School, opened its doors in September 1989 in Paris, in the 16th district of Paris. Claude Duval, the founder and principal of the group EURECOLE, has chosen a team of teachers from different European countries to formulate a new pedagogical concept, founded on a balance between sport, art and study associated with the initiation of languages. The daily time table includes, 2 hours of sports in English, 2 hours of arts in German, 2 hours of study in French, for all the classes from the nursery (starting at 3 years) to the seventh grade (9-10 years). The education team at Eurecole offers the possibility of a multilingual and cultural



exchange, in a specially adapted modern building, housing a library, gymnasium, video and computer rooms, lunch room.

Website: [www.eurecole.com](http://www.eurecole.com)

### **INSTITUT DE LA TOUR**

86 rue de la Tour

75116 Paris

Website: [www.institutdelatour.com](http://www.institutdelatour.com)

Catholic high school. Anglophone section with traditional French education.

Tel: 01 45 04 73 35

Fax: 01 45 04 27 98

### **THE BILINGUAL MONTESSORI SCHOOL**

65 quai d'Orsay

75007 Paris

Tel: 01 45 55 13 27

Tel: 01 45 51 65 87

Fax: 01 45 51 25 12

The Bilingual Montessori School of Paris was founded twenty years ago as an International, non-profit, A.M.I. accredited school for children between the ages of two (2) and six (6) years old. The school offers an unparalleled opportunity for a child to study in a stimulating, warm, happy atmosphere where he/she can work and develop at his/her own pace. The children learn to love and respect their environment. It is known as "the development of the Whole Child", where the refinement of the senses is made through music, language, mathematics, geography, science, practical life, history, art, sensorial activities.

Website: [www.montessori-Paris.com](http://www.montessori-Paris.com)

### **THE BILINGUAL MONTESSORI SCHOOL**

23 avenue George V

75008 Paris

Tel: 01 45 55 13 27

### **THE BILINGUAL MONTESSORI SCHOOL**

53 rue Erlanger

75016 Paris

Tel: 01 45 55 13 27

## **Kindergarten and Primary Schools**

### **EPISCOPAL SCHOOL OF PARIS**

28 avenue George V

75008 Paris

Tel : 33 1 47 20 64 44

Fax: 33 1 53 67 87 10

Email : [episcopal.school@online](mailto:episcopal.school@online)

The Episcopal School of Paris (ESP) is an independent school affiliated with the Convocation of American Churches in Europe under the direction of its Bishop in Charge, Pierre Whalon. ESP brings together the academic excellence and innovative pedagogy of British and North American educational thought and the faith tradition of Anglican Christianity. It is located at the Centre Chaillot-Gallièra near to the American Cathedral in Paris. This year the school welcomes 5 year olds to Kindergarten and six and seven-year-old children to First and Second Grades beginning in September 2002. The school will be adding two grades per year thereafter, and by 2007 ESP will be Kindergarten through twelfth grades.

ESP has carefully chosen:

.../...

- the faculty for their academic background and also for their inherent love of children; and staff, which is under the guidance of the Roman Catholic Parish of St. Pierre de Chaillot.
- an International Primary Curriculum, for its completeness and adaptability; the IPC is accepted throughout Europe and worldwide

French language is taught one hour per day and English as a Foreign Language is also offered as an option. Chapel services are held at the nearby American Cathedral once a week. For further information and enrollment, please call Dr. Robert Crane, Ph.D., Headmaster, Episcopal School of Paris.

Website: [www.episcopal.school.free.fr](http://www.episcopal.school.free.fr)

### **THE CHILDREN'S HOUSE OF MEUDON**

Tel: 01 46 26 95 97

2 avenue du Marechal Joffre

92190 Meudon

Bilingual Montessori school located in the Parisian suburb of Meudon, which accepts children between the ages of two and a half to nine

### **LA PETITE ECOLE BILINGUE (Bilingual, Preschool and Primary)**

8, place de la Porte de Champerret

75017 Paris

Teaching is in English and French at different times of the day, preparing the children for a successful education whether in France or elsewhere in the world. The school bases its teaching on learning the two languages at the age when children are most receptive. The teachers use the method of total immersion in the language to achieve their objectives. Small classes allow the teacher optimal interaction with each child. The use of art, theatre, dance, songs and computers allow the children to learn through a variety of stimulating experiences.

Tel: 01 43 80 25 34 Fax: 01 43 80 37 40 Email: [pteecole@aol.com](mailto:pteecole@aol.com)

**For more nursery schools, please see the schools listed under bilingual and transition schools:**

**ECOLE ACTIVE BILINGUE SECTION JEANNINE MANUEL**

**ECOLE ACTIVE BILINGUE MONCEAU**

## **Kindergarten and Nursery Schools**

### **THE ENGLISH PLAYGROUP**

Tel: 01 42 19 02 14

35 avenue de Ségur

75007 Paris

Email: [englishplaygroup@wanadoo.fr](mailto:englishplaygroup@wanadoo.fr)

Website: [www.english-playgroup.com](http://www.english-playgroup.com)

**THE LENNEN BILINGUAL SCHOOL**

Tel: 01 47 05 66 55

65 qui d'Orsay

75007 Paris

From to 2 to 8 years-old

Founded in 1960 as a private kindergarten, the school has continued to fill a growing need for bilingual education. The children learn and develop in a warm family atmosphere where they are secure and happy. Bilingual learning is emphasized and many varied activities are offered - art, music, gymnastics. In addition there are swimming, trips, etc. as well as early academic learning. The teachers are fully qualified with experience in bilingual and international education. There is a French and English speaking teacher in each pre-school class. A 3-year

bilingual primary section has been added, covering the first 3 grades in English and French. The children are prepared to enter French or American schools. All the children are given an opportunity to build a strong foundation in both languages. The school accepts children whenever there is space available and offers a summer schools as well as vacation programs.

**LE PETIT COURS**

Tel: 01 46 06 80 33

104 rue Ordener

Fax: 01 46 06 94 09

75018 Paris

**LES PETITS DRAGONS**

Tel: 01 42 28 56 17

2 rue Jaquemont

75017 Paris

International kindergarten

**LES PETITS DRAGONS**

Tel: 01 42 28 56 17

Saint Georges Church

7 rue Agustue Vacquerie

75016 Paris

**LES PETITS DRAGONS**

Tel: 01 42 28 56 17

17 rue Bayard

75008 Paris

**LA PETITE ECOLE BILINGUE**

Tel: 01 43 80 25 34

(British, Bilingual Nursery)

9 rue Verniquet

75017 Paris

**RECONTRES ET ECHANGES**

Tel: 01 43 38 79 37

(Bilingual Nursery and Kindergarten)

84 rue de la Folie Mericout

75011 Paris

**UNITED NATIONS NURSERY SCHOOL**

Tel: 01 45 27 20 24

40 rue Pierre Guerin

75016 Paris

Ages: 2 1/2-6 years

The private Nursery school was founded in 1951 for the International population of Paris. The program is bilingual, there are pre-school activities (pre-reading writing, math) as well as music, art-craft, and games in our private garden. There are 14 children per class, any child between the ages of 2 1/2, and 6 may apply.

**For more nursery schools, please see the schools listed under bilingual and transition schools:**

**ECOLE ACTIVE BILINGUE SECTION JEANNINE MANUEL**

**ECOLE ACTIVE BILINGUE MONCEAU**

## **Universities:**

### **THE AMERICAN UNIVERSITY**

6, rue du Colonel Combes (undergraduate admissions)  
75007 Paris  
Tel: 01 40 62 07 20  
Fax: 01 47 05 34 32  
Email: [ce@aup.edu](mailto:ce@aup.edu)  
Website: [www.aup.edu](http://www.aup.edu)

## **Art and Music Schools:**

### **BOSTON UNIVERSITY - Paris internship program**

3 bis rue Jean Pierre-Bloch  
75015 Paris  
Tel: 01 45 66 59 49  
Fax: 01 45 66 64 68  
Email: [bostonuniversity@wanadoo.fr](mailto:bostonuniversity@wanadoo.fr)  
Website: [www.bu.edu/abroad](http://www.bu.edu/abroad)

### **CONSERVATOIRE NATIONAL SUPERIEUR DE MUSIQUE**

Parc de la Villette  
209 avenue Jean-Jaures  
75019 Paris  
Tel: 01 40 40 45 45

### **ECOLE NATIONALE SUPERIEURE DES ARTS DECORATIFS**

31 rue d'Ulm  
75006 Paris  
Tel: 01 42 34 97 00  
Fax: 01 42 34 97 85

### **L'ECOLE DU LOUVRE**

Palais du Louvre  
Porte Jaujard  
Place du Carrousel  
75001 Paris  
Tel: 01 55 35 18 00 or 01 55 35 18 18  
Website: [www.ecoledulouvre.fr](http://www.ecoledulouvre.fr)

### **NEW YORK UNIVERSITY**

56, rue de Passy  
75016 Paris  
Tel: 01 53 92 50 80  
Fax: 01 53 92 50 81  
Master of Arts in French language and civilization. Master of Arts in French Literature, Junior YearAbroad Program.

**SCHILLER INTERNATIONAL UNIVERSITY**

32, Boulevard de Vaugirard

75015 Paris

Tel: 01 45 38 56 01

Fax: 01 45 38 54 30

Email: [sakiki@schillerParis.com](mailto:sakiki@schillerParis.com)

Website: [www.Paris-schiller.com](http://www.Paris-schiller.com)

**Technical Schools****AIM**

31 quai de Grenelle

75015 Paris

Tel: 01 45 75 65 75

Fax: 01 40 59 03 02

Email: [mail@aim-academie.fr](mailto:mail@aim-academie.fr)

Website: [www.aim-academie.fr](http://www.aim-academie.fr)

Higher education courses with curriculum for an Anglo-American Bachelor and Master of Science. Programs include courses on business management of international hotel and motels, in accordance with the international Hotel and Motel Association.

**PARIS AMERICAN ACADEMY**

277 rue St Jacques

75005 Paris

Tel: 01 44 41 99 20

Fax: 01 44 41 99 29

Email: [Parisamericanacademy@wanadoo.fr](mailto:Parisamericanacademy@wanadoo.fr)

Website: [www.Parisamericanacademy.fr](http://www.Parisamericanacademy.fr)

Fashion Interior Design Fine Arts

## SCHOOLS NEAR PARIS

### Bilingual and transition schools:

#### AVILLY SAINT-LEONARD (near Chantilly)

##### **(A.P.A.R.C.) Association des Parents Anglophones de la Région de Chantilly**

Anglophone Parents' Association of the Region of Chantilly

33 Grande Rue, 60300 AVILLY SAINT-LEONARD

Tel: 03-44-57-49-10

e-mail: [info@aparc.com](mailto:info@aparc.com)

APARC provides English classes for the children of the large English-speaking community near Chantilly. Kindergarten and Primary classes are on Wednesday mornings (three hours). Secondary classes (sixth to tenth grades) are integrated into the timetable of the public Collège and Lycée in Chantilly (the four hours of English tuition are paid for; APARC has an agreement with the French Ministry of Education). In tenth grade the pupils take the International GCSE in English language and literature, and most go on to take the French *baccalauréat*. Their experience in APARC helps them to be bilingual, and the IGCSE is an excellent reference for American and British universities and the French Grandes Ecoles. APARC was founded in 1981, the student body is international and the teachers are all highly qualified, with British, American or Irish teaching diplomas. Website: [aparc.com](http://aparc.com)

### Bilingual and transition schools

#### Saint Germain en Laye

##### **LYCEE INTERNATIONAL (American Section)**

rue du Cheval à Fer

78100 St Germain en Laye

Tel: 01 34 51 94 11

For information on the American Section, Telephone: 01 34 51 74 85 (Mrs. Friel)

This Lycée provides an opportunity for Americans and other foreign children to study in a French school and at the same time take several additional courses in their national language. Foreign children are first given a full year of intensive training in special French classes. After they are ready to join other children of their age group, they are taught 24 hours a week in French by French teachers the regular curriculum at high school level. They are also instructed in their own language six to eight hours a week by teachers from their native countries, according to national programs in language, literature, history and culture.

#### Cergy Pointoise Cedex

##### **CORNELL UNIVERSITY**

Avenue Bernard Hirsch

BP 105

95021 Cergy Pontoise

GROUP ESSEC (Tel :01.34.43.32.55)

## **Croissy sur Seine**

### **Kindergarten to 12**

#### **BRITISH SCHOOL (K-12)**

38 quai de l'Ecluse 78290

78290 Croissy sur Seine

Tel: 01 39 76 29 00

Fax: 01 34 80 45 94

This is a small co-educational school. Instruction is conducted in English, Kindergarten through high school. Emphasis is placed on preparation for students' entry into all preparatory schools and colleges in Great Britain and the United States. The school will arrange for both the General Certificate of Education (advanced and ordinary level) for university entrance and the U.S. College Board Examination. Bus service is available for the Paris area, and hot lunches are served. Brochures and further information are available at the school. internet: [www.rmplc.co.uk/eduweb/sites/Paris](http://www.rmplc.co.uk/eduweb/sites/Paris)

## **Meudon**

### **Kindergarten and Primary school**

#### **THE CHILDREN'S HOUSE OF MEUDON**

2 avenue du Marechal Joffre 92190

Tel: 01 46 26 95 97

Bilingual Montessori school located in the Parisian suburb of Meudon, which accepts children between the ages of two and a half to nine

## **Neuilly sur Seine**

### **French Language School**

#### **INTERNATIONAL WELCOME TO PARIS**

BP 232 92205 Neuilly sur Seine

Tel: 01 47 22 77 55

Conversation groups, no charge.

## **Saint Cloud**

### **French Language School**

#### **CENTRE CULTUREL INTERNATIONAL**

5 rue de Garches

92210 St Cloud

Tel: 01 46 02 64 33



## **American Schools**

### **THE AMERICAN SCHOOL OF PARIS (PreK-12)**

41 rue Pasteur  
92210 St Cloud  
Tel: 01 41 12 82 82  
Fax: 01 46 02 23 90

The American School of Paris, or ASP as the school is more familiarly called, is an independent, non-profit accredited co-educational school, pre-kindergarten through grade 12, that offers an American educational program to students of all nationalities. The Lower School (grades kindergarten-5) offers an educational program typical of reputable American elementary schools, with emphasis on meeting individual needs. The school has a guidance counselor, and English as a foreign language (ESOL) is instructed. A French language and culture program is included in the curriculum for all students. In addition an extra-curricular program of Franco-American activities for older students (grades 4-5) creates opportunities to mix with French children. Consistent with ASP's educational philosophy, the middle school offers a program of studies based on an American curriculum. Most school activities are self-contained: students have their own art, drama and sports programs. In addition there are frequent class trips and for 7th and 8th graders, the popular Outward Bound Program. The aim is to provide a varied and challenging educational program which emphasizes academic excellence as well as personal, social and intellectual growth. While encouraging students to excel, the middle school stresses cooperative behavior and respect for the rights and feelings of others. The upper school (grades 9-12, with an optional 13th year) provides a rigorous college preparatory program and extra-curricular activities typical of better independent schools in the United States. In addition to a standard American curriculum, the school offers a wide range of Advanced Placement courses, an intensive program for non-native English speakers, and the International Baccalaureate Diploma, permitting entrance to universities worldwide. Eighty percent of any graduating class has taken Advanced Placement or International Baccalaureate courses. Knowledge of French language and culture is stressed, with additional programs in Spanish, German. Facilities include four science laboratories, two gymnasiums, sports fields, a self-service cafeteria, and a 400-seat Performing Arts Center, used for numerous musical and dramatic activities.

Website: [www.asParis.org](http://www.asParis.org)

### **MARYMOUNT INTERNATIONAL SCHOOL (nursery through 8<sup>th</sup> grade)**

72, boulevard de la Saussaye  
92200 Neuilly-sur-Seine  
Tel: 01 46 24 10 51  
Fax: 01 46 37 07 50

Headmistress: Brigitte Dalton

Marymount School, Paris is accredited by the Middle States Association of College and Schools, and was founded by the Religious of the Sacred Heart of Mary in 1923. Today its aim is to fulfill the needs of elementary school students who will be spending only a few years in France and who wish to maintain continuity with an English-speaking program of education. It is a catholic, independent school open to boys and girls of all nationalities and religions. It has close ties with other Marymount Schools throughout the world. The students of Marymount range from nursery

school through eighth grade, 4 to 14 years. Math and English classes form the core of the curriculum along with specialized courses in art, music, science, social studies, computer technologies, physical education and daily French lessons taught by native-born French teachers. The kindergarten level uses a Montessori approach. There is an English as a Second Language department as well as a Resource Center for children having learning difficulties that cannot be met within the regular classroom. Admission to this class is limited and based upon specific criteria. Marymount offers a strong after-school activities program. It provides opportunities for students to follow interests or needs in the areas of sports, music, drama, dance, karate, and art.

E-mail: [school@ecole-marymount.fr](mailto:school@ecole-marymount.fr)

Website: [www.ecole-marymount.fr](http://www.ecole-marymount.fr)

## FRENCH EDUCATIONAL SYSTEM:

**2 to 6 years** - *Maternal* or Preschool education: this instruction which is not compulsory is offered in the *Ecoles Maternelles* and the *Classes Infantines* attached to primary schools.

**6-10 years**- Elementary Education: Instruction on this level is the same for all children in all elementary schools. Elementary education includes three courses - the preparatory (6 years old), the elementary course (7 to 8 years old) and the intermediate course (9 to 10 years old).

**11 to 14 years**- *Premier Cycle*- First Cycle: The *Premier Cycle*, which covers four years (Classes de 6e, 5e, 4e et 3e) and which admits students who have been promoted from the *cycle élémentaire* (elementary school), at the level of the *classe de 6e*. For the duration of the premier cycle, the teachers meet periodically in a class council under the direction of the homeroom teacher for the purpose of determining pupil aptitudes or interests to guide the pupils in the type of education best suited to them. The guidance council examines the proposals offered by the class councils and gives parents their considered opinions. At the end of the *Classe de 5e* and at the end of the *Classe de 3e*, if the parents follow the advice of the guidance council, the student automatically enters the recommended section of education. If the parents feel that their child should pursue one of the sections of education that was not recommended by the council, the child must take an entrance examination.

**15 to 17 years**- Second Cycle Education: Following first cycle education, pupils are guided according to their aptitudes, interests, and their previous work toward one of the following branches of study or *sections*: (L) literature and the humanities; (ES) Economics and Social Sciences, (S) science and mathematics or toward specialization in technology. (STT, STI). They will continue their studies in universities based on the work that has been accomplished over these two extremely important years.

**18 years and older**- Higher Education: Higher Education is offered in private institutions as well as in the public establishments. The public institutions include: a) the *Facultés* grouped in Universities, which are authorized to grant State degrees; b) the University Institutes of Technology are designed to train future high-ranking administrators and technicians in the industry; c) the great scientific and literary institutions and research and study institutions.

## REGISTRATION:

**Public School Registration:** Contact the Service des Ecoles at the Mairie (City Hall) or secondary school. It should be noted that French schools are usually over-crowded, and applications should be made in the spring before the fall Term. Except at the most elementary levels, most French public schools will accept foreigners whose French is adequate to follow the class instruction.

<u>U.S. GRADE</u>	<u>FRENCH EQUIVALENTS</u>	
Prior to 6 years	<i>Ecole Maternelle</i>	physical & sensory exercises & exercises in language and observation
Elementary School from 6 to 10		
1st Grade	Preparatory (CP)	reading, writing, spelling, reasoning
2nd Grade	Elementary I (CE1)	study of history, geography, science by observation, grammar
3rd Grade	Elementary II (CE2)	continuation of above
4th Grade	Intermediate I (CM1)	“
5th Grade	Intermediate II (CM2)	“
First cycle	<i>Collège</i>	
6th Grade: 1 <sup>st</sup> cycle	“6ème” ( <i>Collège</i> )	study of first foreign living language and math history, geography, French science, technology, art, music, P.E.
7th Grade	"5ème"	continuation of above plus study of Latin optional
8th Grade	"4ème"	continuation of above and introduction to a 2nd living foreign language,
9th Grade	"3ème"	revision and advanced studies of subjects learned previously; decision by teachers and students council and student's parents to be promoted to the 10 <sup>th</sup> grade <i>Lycée</i>
Secondary: 2nd Cycle	<i>Lycée</i>	
10th Grade	<i>Seconde</i>	decisive year due to orientation toward the different branches or <i>sections</i> to be taught in 11 <sup>th</sup> and 12 <sup>th</sup> grades <i>première</i> and <i>terminale</i> : this choice will lead to similar studies at the university level. (L) philosophy, literature and the humanities (S) science and mathematics (ES) economics and social sciences and other options in technology (STT, STI) introduction to a 3rd foreign living language optional; Greek optional
11th Grade	<i>Première</i>	different areas of study are developed according to the branch chosen in 10 <sup>th</sup> grade
12th Grade	<i>Classe Terminale</i>	Completion of studies conducted in 11 <sup>th</sup> grade; introduction to philosophy is mandatory for all students to pass this grade successfully

## **French Language Schools**

### **ALLIANCE FRANCAISE**

101 blvd Raspail  
75006 Paris  
Tel: 01 45 44 38 28

### **BERLITZ FRANCE**

267 blvd Pereire  
75017 Paris  
Tel: 01 45 72 34 25

### **BRITISH EUROPEAN CENTER**

5 rue Richpanse  
75008 Paris  
Tel: 01 42 60 35 57

### **CENTRE CULTUREL INTERNATIONAL**

5 rue de Garches  
92210 St Cloud  
tel: 01 46 02 64 33

### **CENTRE GEORGES POMPIDOU**

19 rue Beaubourg  
75004 Paris  
Tel: 01 44 78 12 33  
Bibliotheque publique d'information – Public Information Library

### **CENTRE TOMATIS**

6 rue Saint Just  
51100 Reims  
Tel: 03 26 88 68 91 / Fax: 03 26 88 71 54  
Also offers housing with French families.

Website: [www.tomatisreims.com](http://www.tomatisreims.com)  
E-mail: [centre.tomatis@wanadoo.fr](mailto:centre.tomatis@wanadoo.fr)

### **COURS DE LA LANGUE ET DE LA CIVILISATION FRANCAISE DE LA SORBONNE**

47 rue des Ecoles  
75005 Paris  
Tel: 01 40 46 22 11

### **EIFFEL**

#### **ECOLE INTERNATIONALE DE FRANCAIS ET DE FORMATION EN LANGUES**

3 rue Crocé-Spinelli  
75014 Paris  
Tel: 01 43 20 37 41  
Fax: 01 43 20 4913

Website: <http://www.ecole-eiffel.fr>  
E-mail: [eiffelfr@club-internet.fr](mailto:eiffelfr@club-internet.fr)

**ECOLE NICKERSON**

77 rue de la Tremoille  
75008 Paris  
Tel: 01 47 23 36 03

**EUROCENTRES**

13 passage Dauphine  
75006 Paris  
Tel: 01 40 46 72 00

**INSTITUT CATHOLIQUE**

21 rue D'Assas  
75006 Paris  
Tel: 01 44 39 52 00

**INSTITUT PARISIEN DE LANGUES**

87 blvd de Grenelle  
75015 Paris  
Tel: 01 40 56 09 53

**LANGUAGES PLUS SERVICES**

37 quai de Grenelle  
75015 Paris  
Tel: 01 40 59 30 82

**LINGUA CLUB**

7 bis rue Decres  
75014 Paris  
Tel: 01 45 39 28 28

**PARIS LANGUES**

30 rue Cabanis  
75014 Paris  
Tel: 01 45 65 05 28

**QUAI D'ORSAY LANGUAGE CENTER**

67 quai d'Orsay  
75007 Paris  
Tel: 01 44 11 10 50

**TRANSFER**

20 rue Godot Mauroy  
75009 Paris  
Tel: 01 42 66 14 11

## **SOURCES OF INFORMATION:**

### **ACADEMIC YEAR ABROAD**

REID HALL

4 rue de Chevreuse

75006 Paris

Tel: 01 44 41 74 74 or 01 43 20 33 07

Fax: 01 43 26 97 45

Founded and incorporated in the State of New York in 1961, this organization specializes in planning an academic year abroad for students who are in college or about to enter college. For a fee to cover costs, the organization makes all arrangements for tuition, board and lodging.

### **CENTRE D'INFORMATION ET DE DOCUMENTATION JEUNESSE (CIDJ)**

101 quai Branly

75740 Paris

Tel: 01 44 49 12 00

Fax: 01 40 65 02 61

This national association gives miscellaneous information for young people on major subjects such as education, teaching, professional training, employment, sports, entertainment, exchange programs etc. They also have a list of French language courses.

### **CENTRE NATIONAL DES OEUVRES UNIVERSITAIRES**

69 quai d'Orsay

75007 Paris

Tel: 01 47 05 31 10

The Service d'Accueil aux Etudiants Etrangers

### **COUNCIL ON INTERNATIONAL EDUCATIONAL EXCHANGE**

112 ter rue Cardinet

75017 Paris

Tel: 01 58 57 20 50

Offering study abroad, student work exchanges, voluntary service, and student travel, CIEE is a non-profit association with over 300 universities, colleges and other institutions as members. Programs in France include international study programs for students 18 years and older; work exchange programs for students (summer jobs in the US and all year round in Canada and France, internship opportunities in Europe and the US); TOEIC, standard in evaluating levels of English proficiency for professional purposes.

**FRANCO AMERICAN COMMISSION FOR EDUCATIONAL EXCHANGE** Tel: 01 44 14 53 60

9 rue Chardin, 75016 Paris

Open Monday-Friday from 9:15 a.m. to 5:15 p.m. The commission administers the Fulbright program in France. The Educational Advising Center is open to the public weekdays except for Tuesday from 2 to 4:30 p.m. The Educational Advisors are available on Monday afternoons and Thursday and Friday mornings by appointment only. Counseling and documentation concerning French and American universities, information on SAT college entrance examinations is provided.

**(Note: They no longer certify translations of transcripts.)** Closed in August and on all legal French holidays.

Educational Advising Center: tel. 0892 68 07 47

Email: [cfa@fulbright-france.org](mailto:cfa@fulbright-france.org)

Website: [www.fulbright-france.org](http://www.fulbright-france.org)

**ORGANISATION DE TOURISME UNIVERSITAIRE**

39 avenue Georges Bernanos

Paris 75005

Tel: 01 43 29 12 88

This is a non-profit organization established to organize French student travel in France and abroad, and to help foreign students and professors during their stay in France. They offer group tours, accommodations in Paris and information on summer courses, summer camps and work camps.

**REID HALL**

4 rue de Chevreuse

75006 Paris

Tel: 01 43 20 33 07 or 01 44 41 74 74

Fax: 01 43 26 97 45

A division of Columbia University, Reid Hall is a lovely 18th-century house whose mission it is to foster Franco-American exchanges on the university level. Professors, students and educational groups become members of Reid Hall, which offers them classroom space, office space and access to the common rooms and gardens. Many overseas undergraduates and graduate programs are based at Reid Hall, including Columbia University Programs in Paris.



## American Grocery Stores

**Thanksgiving**, 20, rue Saint-Paul, 75004 Paris/ 14 rue Charles V, 75004 / Tel: 01-4277-6829  
**The Real McCoy**, 194, rue de Grenelle, 75007 Paris / Tel: 01-45-56-98-82

## English-Speaking Bookstores

<b>Abbey Bookshop</b> , 29, rue de la Parcheminerie, 75005 Paris	Tel: 01-46-33-16-24
<b>Bookmaster (mail order only)</b>	Tel: 01-47-14-04-24
<b>Brentano's</b> , 37, avenue de l'Opera, 75002 Paris	Tel: 01-42-61-52-50
<b>Galignani</b> , 224, rue de Rivoli, 75001 Paris	Tel: 01-42-60-76-07
<b>Gibert Joseph</b> , 26 Blvd Saint-Michel, 75006 Paris	Tel: 01-46 34-21 41
<b>Golden Books</b> , 3, rue de Larochelle, 75014 Paris	Tel: 01-43-22-38-56
<b>La Hune</b> 170, Blvd Saint-Germain, 75006 Paris	Tel: 01-45-48-35-85
<b>Nouveau Quartier Latin (NQL)</b> , 78, Blvd Saint-Michel, 75006 Paris	Tel: 01-43-26-42-70
<b>San Francisco Book Company</b> , 17 rue Monsieur le Prince, 75006 Paris	Tel: 01-43-29-15-70
<b>Tea and Tattered Pages</b> , 24, rue Mayet, 75006 Paris	Tel: 01-40-65-94-35
<b>The Red Wheelbarrow</b> , 13 rue Charles V, 75004 Paris Email <a href="mailto:good.readind@wanadoo.fr">good.readind@wanadoo.fr</a>	Tel: 01-42-77-42-17
<b>Village Voice Bookshop</b> , 6, rue Princesse, 75006 Paris	Tel: 01-46-33-36-47
<b>Virgin Megastore</b> , 52, avenue des Champs Elysees, 75008 Paris	Tel: 01-49-53-50-00
<b>W.H. Smith</b> , 248, rue de Rivoli, 75001 Paris	Tel: 01-42-60-37-97

## BANKS

*All of the firms listed below have at least one employee or agent who can speak and correspond in English. This list was prepared as a convenience for Americans in France, but the Embassy assumes no responsibility for the competence, liability and integrity of these firms and agents*

**BANQUE NATIONALE DE PARIS**

Tel: 01 40 76 24 00

136, avenue des Champs-Élysées  
75008 Paris

**CHASE MANHATTAN/MORGAN GUARANTEE TRUST** Tel: 01 40 15 45 00

14, Place Vendôme  
75001 Paris

**CITIBANK**

Tel: 01 53 23 33 60

125 avenue des Champs Élysées  
75008 Paris

**CREDIT AGRICOLE**

Tel: 01 43 23 52 02

91-93 Boulevard Pasteur  
75015 Paris

**CREDIT COMMERCIAL DE FRANCE**

Tel: 01 40 70 70 40

103, avenue des Champs-Élysées  
75008 Paris

**CREDIT LYONNAIS**

Tel: 01 42 95 70 00

Main Office: 15 Boulevard des Italiens  
75002 Paris

**LLOYDS BANK**

Tel: 01 40 82 30 00

15, avenue d'Iena  
75016 Paris

**REPUBLIC NATIONAL BANK OF NEW YORK**

Tel: 01 44 86 18 61

20 Place Vendôme  
75001 Paris

**ADDITIONAL FOREIGN EXCHANGE FACILITIES**

Tel: 01 47 14 50 00

**AMERICAN EXPRESS**

Fax: 01 42 68 17 17

11, Rue Scribe  
75009 Paris

## INSURANCE COMPANIES AND AGENTS

**All of the firms listed below have at least one employee or agent who can speak and correspond in English. This list was prepared as a convenience for Americans in France, but the Embassy assumes no responsibility for the competence, liability and integrity of these firms and agents**

### **ADVANTAGE INSURANCE ASSOCIATES**

17, rue de Châteaudun  
75009 Paris  
Tel: 01 53 20 03 33  
Fax: 01 44 63 52 66  
E-mail: [advantage@adinas.net](mailto:advantage@adinas.net)

### **ALICO (*Life insurance*)**

Tour AIG, Cedex 46  
92079 Paris La Défense 2  
Tel: 01 49 02 40 00  
Fax: 01 49 02 40 95

### **ASTER INTERNATIONAL**

7531 Amesbury Ct,  
Alexandria, VA 22310, USA  
Tel: (703) 971-879 (U.S.)

### **CABINTE DESEEZ**

Assureurs-Conseils  
54 Avenue Foch  
78000 Chatou  
Tel: 01 39 52 43 53/ 01 39 75 98 64  
Fax: 01 30 71 57 55/ 01 39 75 98 69  
E-mail: [martinjudson@compuserve.com](mailto:martinjudson@compuserve.com)

### **C.A.R.P.S.**

Mr. Dana or Mrs. Malassé  
14 rue Rougemont  
75009 Paris  
Tel: 01 48 24 55 20

### **CHUBB**

16 avenue Matignon  
75008 Paris  
Tel: 01 45 61 73 0

### **COSMOPOLIT' SERVICES**

115 avenue de la Bourdonnais  
75007 Paris  
Tel: 01 45 51 00 22  
Fax: 01 40 62 30 77

### **EAGLE STAR VIE (*Life only*)**

12 rue Torricelli  
75848 Paris Cedex 17  
Tel: 01 44 15 28 28

### **EuropUSA**

145 rue du Vieux Pont de Sèvres  
92100 Boulogne,  
Tel: 01 46 21 99 29

### **F.A.C. S.A.**

56, rue de Londres  
75008 Paris,  
Tel: 01 44 70 77 77

### **GUARDIAN RISQUES**

20 rue Jacque Daguerre  
92566 Rueil-Malmaison Cedex  
Tel: 01 47 10 20 00

### **LLOYD CONTINENTAL**

104 rue Richelieu  
75001 Paris  
Tel: 01 40 82 30 00  
Fax: 01 40 82 32 36

### **TAYLOR SAGASSUR**

36, rue Laffitte  
75009 Paris  
Tel: 01 44 79 04 04  
Fax: 01 44 79 01 47

### **THOMAS COOK AND SON FRANCHEQUE**

8 Place de l'Opéra  
75001 Paris  
Tel: 01 47 42 46 52

## RELIGIOUS INSTITUTIONS

**American Cathedral in Paris (Episcopal)**

23 avenue George V  
75008 Paris

Tel: 01 53 23 84 00

**American Church in Paris**

(all Protestant Denominations)

65 quai d'Orsay  
75007 Paris

Tel: 01 40 62 05 00

**Baptist Church**

48 rue de Lille  
75007 Paris

Tel: 01 42 61 13 95

**Church of Christ**

4 rue Déodat-de-Sévrac  
75017 Paris

Tel: 01 42 27 50 86

**Church of Jesus Christ of Latter-Day Saints**

Paris France Mission Office

Tel: 01 39 76 68 84

Paris Ward  
55 Bd Victor Hugo  
Saint-Ouen 93400

Paris Branch (Metting time 10:00 a.m.)  
12 rue Saint Merri  
75004 Paris

**Emmanuel Baptist Church**

56 rue des Bons Raisins  
92500 Reuil Malmaison

Tel: 01 47 51 29 63

**First Church of Christ, Scientist**

36 Blvd St. Jacques  
75014 Paris

Tel: 01 47 07 26 60

**Great Synagogue**

44 rue de la Victoire  
75009 Paris

Tel: 01 40 82 26 26

**Greek Orthodox Church**

7, rue Georges Bizet  
75016 Paris

Tel: 01 47 20 82 35

**Kehilat Gesher**

10 rue de Pologne  
78100 St-Germain-en-Laye

Tel: 01 39 21 97 19

<b>Liberal Synagogue</b> 24 rue Copernic 75116 Paris	Tel: 01 47 04 37 27
<b>Mosque Abu Bakr As Siddio</b> 39 Blvd de Belleville 75011 Paris	Tel: 01 48 06 08 46
<b>Conservative (Masorti) Synagogue</b> (Adath Shalom) 8 rue Georges Bernard Shaw 75015 Paris	Tel: 01 45 67 97 96
<b>Russian Cathedral</b> 12, rue Daru 70508 Paris	Tel: 01 42 27 37 34
<b>Saint Joseph's Church (Roman Catholic)</b> 50 avenue Hoche 75008 Paris	Tel: 01 42 27 28 56
<b>Second Church of Christ, Scientist</b> 38 rue Titian 75008 Paris	Tel: 01 45 22 29 60
<b>St. Michael's Church</b> 5 rue d'Aguesseau 75008 Paris	Tel: 01 47 42 70 88
<b>St. John's Lutheran Church</b> 147 rue de Grenelle 75007 Paris	Tel: 01 47 05 85 66
<b>The Unitarian Universalist Fellowship of Paris</b> 7 bis, rue du Pasteur Wagner 75011 Paris	Tel: 01 30 82 75 33
<b>Third Church of Christ, Scientist</b> 33 bis, Blvd Bourdon 75004 Paris	Tel: 01 42 78 61 93
<b>Trinity International Church of Paris</b> 58, rue Madame 75006 Paris	Tel: 01 43 33 04 06

## SHIPPING COMPANIES

All of the firms listed below have at least one employee or agent who can speak and correspond in English. This list was prepared as a convenience for Americans in France, but the Embassy assumes no responsibility for the competence, liability and integrity of these firms and agen

### **A.G.S.**

9-11 Blvd Gallieni  
92230 Gennevilliers  
Tel: 01 40 80 20 20

### **AIR BALGUERIE**

B.P. 10148  
95701 Roissy Cedex  
Tel: 01 48 62 78 6/ Fax: 01 48 64 98 34

### **AMERICAN AIRLINES**

Attention: Fret, B.P. 10303, Zone Fret 2  
95700 Roissy  
Tel: 01 48 62 23 45/ Fax: 01 48 64 6918

### **DESBORDES INTERNATIONAL**

47, Route Principale du Port  
92637 Gennevilliers  
Tel: 01 47 92 45 45/ Fax: 01 47 92 50 50

### **EXCESS INTERNATIONAL**

BP 10077  
93723 Roissy CDG Cedex,  
Tel: 01 48 62 73 03/ Fax: 01 48 62 73 01

### **GROSPIRON INTERNATIONAL**

15, rue D. Casanova  
BP 244,93533 Aubervilliers  
Tel: 01 48 11 71 71/ Fax: 01 48 11 71 70

### **HOMESHIP**

Garonor Tours D  
BP. 3060  
93616 Aulnay sous Bois Cedex  
Tel: 01 48 65 21 61

### **LAVANCHY**

15 avenue du Pdt S. Allende  
94400 Vitry-Seine  
Tel: 01 45 73 66 00/ Fax: 01 46 80 78 70

### **NEER SERVICE**

2 rue Désiré-Lemoine  
93300 Aubervilliers  
Tel: 01 48 35 47 00/ Fax: 01 48 35 47 01

### **SETAVION** (shipment of unaccompanied air baggage)

Rue des 2 cèdres, Bat. 5 Zone de Fret 3  
95707 Roissy Charles de Gaulle  
Tel: 01 48 62 33 47/ Fax: 01 48 62 67 43

### **STERLING CORPORATE RELOCATION**

116 avenue Aristide Briand  
93153 Le Blanc-Mesnil Cedex  
Website: [www.sterlingrelocation.com](http://www.sterlingrelocation.com)  
Tel: 01 49 39 47 00/ Fax: 01 49 39 47 17

### **TRANS EURO WORLDWIDE MOVERS**

22, rue du Gros Murger, B.P. 210  
95614 Cergy-Pontoise Cedex,  
Tel: 01 34 48 97 97/ Fax: 01 34 48 93 22

### **TRANSIT AUTO INTERNATIONAL** (car shipping)

17 avenue Friedland  
75008 Paris  
Tel: 01 42 25 64 44/ Fax: 01 45 61 91 61

## **In Brittany**

### **BOULOUARD DEMENAGEMENTS**

40 rue Chaigneau, BP 703  
56107 Lorient  
Tel: 02 97 84 15 84  
E-Mail: [boulouard@wanadoo.fr](mailto:boulouard@wanadoo.fr)

### **LE JONCOUR DEMENAGEMENTS**

145 route de Brest  
29000 Quimper  
Tel: 02 98 95 87

## OFFICIAL TRANSLATORS & INTERPRETERS (Consular district of Paris)

The official translators and interpreters (*traducteur-interprète assermenté*) on this list are licensed to translate and interpret for the various French courts. Translations of documents intended for legal use in the United States must have the translator's seal and signature authenticated by *Apostille* at the French Palais de Justice (see the information on the Apostille in this guide). The following individuals have informed the Embassy that they are qualified to translate or interpret in the languages specified, and that they are sufficiently competent in the English language to provide services to English-speaking clients. All the translators listed can translate from English to French, and French to English. Any additional languages are listed with each translator. The Embassy assumes no responsibility for the professional ability or integrity of the individuals or firms listed herein.

### **PARIS AND SUBURBS:**

#### **Cahuziere, Gilles**

15 rue d'Estrées  
75007 Paris  
Tel: 01 42 73 29 62

#### **Gul, Pascale Cahuziere, Gilles**

4 rue Chambiges  
75008 Paris  
Tel: 01 47 23 30 01

#### **Cherkassof, Ivan**

50 rue des Francs-Bourgeois  
75003 Paris  
Tel: 01 42 72 11 41

#### **Kinder, Patricia**

16 Rue Jean Ferrandi  
75006 Paris  
Tel: 01 45 49 15 89

#### **Collet, Sylvaine**

104 rue De La Tour  
75116 Paris  
Tel: 01 45 04 07 82

#### **Labre, Claire**

50 rue des Francs-Bourgeois  
75003 Paris

#### **De Goiffon, Jean**

2 square Villaret De Joyeuse  
75017 Paris  
Tel: 01 43 80 52 87  
(German)

#### **Ozetova, Maria**

3 rue du Dr. Goujon  
75012 Paris  
Tel: 01 43 43 52 82  
(Bulgarian –Italian)

#### **Elabed, Omar Ferit**

24, rue Perdonnet  
75010 Paris  
Tel: 01 48 25 02 12  
(English ,French, Turkish)

#### **Salin, Philippe**

8 rue Las Cases  
75007 Paris  
Tel: 01 45 51 73 15  
(Spanish)

#### **Fields, Granville**

21 rue Jean-Pierre Timbaud  
75011 Paris  
Tel: 01 55 28 38 10  
Fax: 01 55 28 38 11

#### **Scaglione, Mara**

25 rue de Ponthieu  
75008 Paris  
Tel: 01 43 59 34 96  
Tel: 01 69 31 42 02  
(Italian)

**Varnica, Hélène**  
137 Rue de Sèvres  
75006 Paris  
Tel: 01 42 73 11 39

**Roy-Lauterbach, Ingrid**  
161 bis rue du Général de Ségur  
77813 Moret-sur-Loing  
Tel: 01 60 70 01 60  
Fax: 01 60 70 06 55

**Brown-Philipps, Anita**  
85 Rond Point Du Lion  
78670 Villennes  
Tel: 01 39 75 74 65

**Daudin, Jean Marie**  
2 rue Pierre Curie  
78000 Versailles  
Tel: 01 39 50 84 97

**Halstrup, Elke,**  
17 Bis Rue De La Gare  
78640 Villiers Saint Frederic  
Tel: 01 34 91 03 03

**Jacquín, William**  
2 rue De La Ferme  
78220 Viroflay  
Tel: 01 30 24 46 46

**Nayagam, Maria Ariyam**  
Impasse Des Silex Tailles  
78270 Bonniere sur Seine  
Tel: 01 30 42 21 41

**Awad, Mansour**  
13 rue Des Mazieres  
91000 Evry  
Tel: 01 60 79 37 10  
(Arabic)

**Giau, Martine**  
8 rue des Bosquets  
91330 Yerres  
Tel: 01 69 48 77 04

**Assi, Mohamed**  
122 rue Salvador Allende  
92000 Nanterre  
Tel: 01 47 73 03 07

**Barouch, Gisele**  
62 blvd. du Gal Leclerc  
92200 Neuilly Sur Seine  
Tel: 01 47 22 08 28

**Basu, Chandan**  
23 rue Mme. Curie  
92220 Bagneux  
Tel: 01 46 65 36 87

**Dore, Gilbert**  
11 square Eugene Faillet  
92600 Asnieres  
Tel: 01 47 93 15 28

**Duret, Elisabeth**  
5 Rue Des Roses  
92260 Fontenay Aux Roses  
Tel: 01 47 02 12 17

**Ghose, Asamanja**  
101 rue Condorcet  
92140 Clamart  
Tel: 01 47 56 27 19  
(Hindi, Bengali, Chinese)

**Haggui, Mekki**  
Chez Mr Gouaini  
14 rue Du Guichet  
92110 Clichy  
Tel: 01 47 31 38 45

**Michel, René**  
49 avenue de la Resistance  
92370 Chaville  
Tel: 01 47 50 43 12

**Ouvradou, Françoise**  
235 blvd Saint Denis  
92400 Courbevoie  
Tel: 01 43 33 73 05



**Ritter, Danielle**  
63 square Henri Regnault  
La Defense 6  
92400 Courbevoie  
Tel: 01 46 98 01 23  
(German)

**Delaunay, Gerard**  
28 rue Jean d'Estienne d'Orves  
94170 Le Perreux sur Marne  
Tel: 01 48 72 69 66

**Liegeois, Francoise**  
76 rue Des Lilas  
95150 Taverny  
Tel: 01 30 40 15 66

---

***Outside of Paris:***

**Barque, Maxime**  
10 allée De La Convention  
33160 St Medard En Jalles  
Tel: 05 56 85 71 80

**Carette, Armelle**  
4 place des Allies  
02270 Crecy sur Isere  
Tel: 03 23 80 80 42

**Dufour, Jean Paul**  
10 Impasse De Michard  
42390 Villars  
Tel: 04 77 93 63 85

**Gallagher, Christiane**  
5 rue Fenelon  
33000 Bordeaux  
Tel: 05 56 52 04 45

**Gibson, Marie Magdeleine**  
58 avenue Pierre Brossolette  
33110 Le Bouscat  
Tel: 05 56 08 63 19

**Leclerc, Philippe**  
Chemin De La Gloriette

**Rouzet-Lelievre, Monique**  
7 rue Pierre Bocher  
95230 Soisy sur Montmorency  
Tel: 01 39 89 13 11

**Rowe, Veronica**  
125 ter Grande Rue  
95550 Bessancourt  
Tel: 01 39 60 88 59

**Sohail, Ahmed**  
16 Cite du Moulinard  
95520 Osny  
Tel: 01 30 30 03 26

**Tamby, Marie Antoinette**  
10 place Ravel  
95300 Ennery  
Tel: 01 30 38 14 6

14710 Trevieres  
Tel: 02 31 22 55 47

**Parker, Michelle**  
Chemin De La Couture  
14610 Colomby sur Thaon  
Tel: 02 31 80 60 30

**Renel, Karen**  
110 rue Jeanne D'arc  
80000 Amiens  
Tel: 03 22 89 04 72

**Roullier, Marie Francoise**  
6 rue De Caumon  
14100 Lisieux  
Tel: 02 31 62 82 54

**Thomas, Gilles**  
5 rue des Charmes  
14280 St Contest  
Tel: 02 31 47 83 52

**Trullas, Pierre**  
26 rue Notre Dame De Bon Secours  
60300 Senlis  
Tel: 03 44 53 18 94  
(Spanish)

# TAX ACCOUNTANTS

## Paris Consular District

Recent changes in American and French tax legislation, and the signing of a U.S. - French tax treaty and protocol, have prompted requests for the names of tax consultants and accountants. To respond to these inquiries, the Embassy has prepared a list of some American and French firms and individuals who have asked to be on this list. The Embassy, however, assumes no responsibility for the professional ability or integrity of the persons and firms listed below. Some of them are attorneys, and attention is drawn to the fact that members of the legal profession in France are not permitted to advertise. Therefore, this list is released by the Embassy on the condition that it will not be published or reproduced. The names of other attorneys specializing in tax practice can be found on the Embassy's list of attorneys; the names of additional accounting firms can be found in the yellow pages (*Professions*) of the Paris telephone directory under *Comptabilité*.

**Arthur Andersen et Associés**

41, rue Ybry 92576  
Neuilly sur Seine  
Tel: 01 55 61 00 00

**August & Debouzy, Lavielle Jean-Pierre**

6-8 avenue de Messine 75008 Paris  
Tel: 01 45 61 79 88

**BDA Deloitte et Touche**

185 avenue Charles de Gaulle  
92200 Neuilly sur Seine  
Tel: 01 40 88 28 00

**Britton, Margueritte S.**

53 avenue Montaigne  
75008 Paris  
Tel: 01 42 56 54 20

**De Saxce, Frank T.**

103 avenue Emile Zola  
75015 Paris  
Tel: 01 45 77 58 54

**Fortune, Christine (CPA)**

95, avenue du Général Leclerc  
75014 Paris  
Tel: 06 64 25 36 69  
E-mail: [christinefortune@christinefortune-cpa.com](mailto:christinefortune@christinefortune-cpa.com)

**Fredenberger, John C.**

109 avenue Henri Martin  
75116 Paris  
Tel: 01 45 04 10 10

**Gann, Jennifer (CPA)**

40 rue St. Rome  
31000 Toulouse  
Tel: 05 62 27 28 94

**Gibson Expatriate Tax Services**

Marika Gibson, Director  
5 Square de Clignancourt  
75018 Paris, France  
Tel: 01 42 64 27 95  
Fax: 01 42 64 27 17  
E-mail: [mgibson@gibson-expat-tax.com](mailto:mgibson@gibson-expat-tax.com)  
Website: [www.gibson-expat-tax.com](http://www.gibson-expat-tax.com)

**HSD Ernest and Young, Anderson Jack**

Faubourg de l'Arche  
92037 Paris la Defense  
Tel: 01 46 93 67 75  
E-mail: [JPLavielle@augdeb.com](mailto:JPLavielle@augdeb.com)

**KPMG Peat Marwick**

53 avenue Montaigne, 3rd Floor  
75008 Paris  
Tel: 01 45 63 15 40

**Lefebvre, Francis**

3 Villa Emile Bergerat  
92522 Neuilly sur Seine  
Tel: 01 47 38 55 00

**Maertin, James (CPA)**

110 avenue Philippe Auguste  
75011 Paris  
Tel: 01 53 01 34 52

**Okoshken, Samuel H.**

53 avenue Montaigne  
75008 Paris  
Tel: 01 42 56 54 20  
Email: [shoFrance@compuserve.com](mailto:shoFrance@compuserve.com) or  
website: [www.Okoshken.com](http://www.Okoshken.com)

**Porter and Dunham**

5 rue Cambon  
75001 Paris  
Tel: 01 42 61 55 77

**Price Waterhouse Finance**

Tour AIG  
34 Place des Corolles  
92908 Paris La Defense 2 Courbevoie  
Tel: 01 56 57 58 59

**Reuter, Norman**

119 rue de Lille  
75007 Paris  
Tel: 01 47 05 01 52  
Email: [n.reuter@libertysurf.fr](mailto:n.reuter@libertysurf.fr)

**Simonard/Charpentier**

16 avenue Georges V  
75008 Paris  
Tel: 01 53 23 94 20

**Smith Carmichael Associates**

23 rue du Montparnasse  
Tel: 01 53 63 85 60  
75006 Paris E-mail  
[info@smithcarmichael.com](mailto:info@smithcarmichael.com)

**Smith, Vincent**

21 rue du petit Musc  
75012 Paris

**Van Ham, Richard (CPA)**

74 avenue Marceau  
75008 Paris  
Tel: 01 47 23 89 12

**Winitzer, Marcia J.**

6 Cité Vaneau  
75007 Paris  
Tel: 01 45 51 50 61

# CYBER CAFE'S IN PARIS

## 1st District

### **Baguenaude Café,**

30 rue de la Grande Truanderie, 75011 Paris, Métro: Châtelet, Tel : 01.40.26.27.74

### **Cyber Café de Paris,**

15 rue des halles, 75001 Paris, Métro: Châtelet, Tel : 01.42.21.11.11

## 2nd District

### **Café Ca&ri Telemation,**

72-74, passage de Choiseul, 75002 Paris, Métro: Pyramides, Tel : 01.47.03.36.12

## 3rd District

### **Le Web Bar,**

32, rue de Picardie, 75003 Paris, Métro: Temple ou République , Tel : 01.42.72.66.55

## 4th District

### **Café Cox,**

15 rue des Archives, 75004 Paris, Métro: Hôtel de Ville, Tel : 01.42.72.08.00

### **Quick,**

66 rue de Rivoli, 75004, Métro: Hôtel de Ville, Tel : 01.48.87.78.43

## 5th District

### **Jardin de l'Internet,**

79 Blvd St Michel, 75005 Paris, RER : Luxembourg, Tel : 01.44.07.22.20

### **Luxembourg Micro,**

83 Blvd St Michel, 75005 Paris, RER : Luxembourg, Tel : 01.46.33.27.98

### **Moonsfeet,**

3 Impasse Royer Collard, 75005 Paris, RER : Luxembourg, Tel : 01.43.29.68.55

## 6th District

### **Orbital Quartier Latin,**

13, rue de Médicis, 75006 Paris, Métro: Odéon ou RER: Luxembourg, Tel : 01.43.25.76.77

## 8th District

### **Escale Vivendi Universal,**

42 avenue Friedland, 75008 Paris, Tel : 01.71.71.11.88

### **Toyota,**

79 avenue des Champs-Élysées, 75008 Paris, Métro: Georges V, Ttel : 01.56.89.29.79

## 9<sup>th</sup> District

### **Site Bergère**

21 rue de Trévis 75009 , 01.48.24.43.74

### **Site Montholon**

13, rue de Montholon, 75009 Paris, 01.42.46.24.66

## 11th District

### **@cidnet Cybercafé,**

15 rue Daval, 75011 Paris, Métro: Bastille, Tel : 01.43.38.32.58

### **Cyber Cube,**

12 rue Daval, 75011 Paris, Métro: Bastille, Tel: 01.49.29.67.67

## 15th District

### **Planet Cyber,**

173, rue de Vaugirard, 75015 Paris, Métro: Pasteur, Tel : 01.45.67.71.14

## CHILDREN'S ACTIVITIES

The following are suggestions for children's activities in Paris favored by members of the American community. Inclusion on this list does not signify endorsement by the American Embassy or guarantee by the Embassy as to the services or the appropriateness for any particular child.

### PARKS AND GARDENS

**Bois de Boulogne**, on the western edge of Paris

**Bois de Vincennes**, on the eastern edge of Paris

**Jardin du Luxembourg**, 75006, Paris

**Jardin des Tuileries**, 75001, Paris

**Jardin des Plantes**, 75005, Paris

**Champ de Mars**, 75007, Paris

**Jardin du Trocadero**, 75016 Paris

**Parc Montsouris**, 75014, Paris

**Parc Monceau**, 75017, Paris

**Jardins des Champs-Élysées**, 75008, Paris

**Jardin du Palais-Royal**, 75008 Paris

### ZOOS and AQUARIUMS

**Jardin d'Acclimatation** Bois de Boulogne, 75016, Paris

**Jardin des Plantes** at the head of rue de Linnes, 75005, Paris

**Bois de Vincennes** avenue de St. Maurice, 75012 Paris

**Aquarium des Arts Africains et Océaniens 290**, avenue Dumesnil, 75012, Paris

### THE CIRCUS

**Le Cirque de Paris** Check [Pariscope](#) for location. Tel: 47.24.11.70

**The Cirque Grusse Nouveau Carré** boulevard de Sébastopol, 3e.

**The Jean Richard Traveling Circus** Check Pariscope.

### PUPPET SHOWS

(shows on Wednesdays, Saturdays, & Sundays)

**Marionettes du Champs-de-Mars** Métro: Ecole Militaire Wed/Sat/Sun

**Marionettes du Luxembourg** Métro: Vavin or Notre-Dame-des-Champs Wed/Sat/Sun

**Marionettes du Champs-Élysées** Métro: Franklin D. Roosevelt or Champs-Élysées

**Marionettes des Tuileries** Métro: Concorde or Tuileries

## AMUSEMENT PARKS

**Disneyland Paris** 35 minutes west of Paris on route 4A, or by RER Marne-la-Valée.  
Tel: 01.60.30.60.30

**Aquaboulevard de Paris**  
4, rue Louis-Armand, 75015 Paris. Tel: 01.40.60.10.00.

**Parc Asterix**, Plailly, off the A-1 north of Paris, and can be reached by a shuttle bus from the Roissy RER station. Tel: 03.44.62.31.31 / 45 Km from Paris

**Mer de Sable**, Tele: 03.44.54.00.96. Shuttle bus from Roissy RER station.

## MUSEUMS OF INTEREST TO CHILDREN

**Musée de Enfants**, 13 avenue du President Wilson, 75016 Métro: Iena. Open 9:45 to 5:15.  
Closed Tuesdays.

**Musée de l'Air et l'Espace**, Le Bourget Airport. Bus: Port Aerien 350. Open 10:00 to 5:00 (6:00 in the summer). Closed Mondays. History of aviation

**Musée de l'Homme**, 17, place du Trocadéro, 75016 Métro: Trocadero. Open 9:45 to 5:15. Closed Tues. Tel: 01.44.05.72.00.

**Musée National d'Histoire Naturelle**, 57, rue Cuvier, 75005. Métro: Gare d'Austerlitz. Open 10:00 to 6:00. Closed Tues. Tel: 01.40.79.30.00.

**Palais de la Découverte**, Avenue Franklin D. Roosevelt, 75008. Métro: Franklin D. Roosevelt. Open 10:00 - 6:00. Closed Mondays. planetarium.

**Parc de la Villette** Tel: 01.40.05.80.80

**Children's Atelier at the Pompidou Center** Workshops Wed./Sat.; 4 and 12 years.

**La Ferme de Gally** is a garden center (open every day; 9:00 to 7:00,) a working farm and petting zoo (open all year,) and a U-Pick for flowers and vegetables (open from April to November.) St Cyr-l'École, Route de Gally, tel: 01.34.60.63.30.

## SPORTS

**Bowling** Bowling Club de Paris Jardin d'Acclimatation Tel: 01.40.67.94.00

### Ice Skating

Patinoire des Buttes Chaumont 30, rue Edouard Pailleron, 75019 Paris 6

Patinoire Gaité Montparnasse 16, rue Vercingétorix, 75014 Paris

## GENEALOGISTS

All of the firms listed below have at least one employee or agent who can speak and correspond in English. This list was prepared as a convenience for Americans in France, but the Embassy assumes no responsibility for the competence, liability and integrity of these firms and agents

### ***PARIS***

#### **Le Nobiliaire**

85 Blvd Pasteur  
75015 Paris  
Tel: 01 43 21 55 33

#### **Etude P. Jouannet**

3 Blvd Henri IV  
75004 Paris  
Tel: 01 43 29 77 09  
Fax: 01 46 34 13 52

#### **Cabinet Genealogique Richard**

132 Blvd du Montparnasse  
75014 Paris  
Tel: 01 43 22 59 25

#### **Archives Genealogiques Andriveau**

18 rue du Cherche Midi  
75006 Paris  
Tel: 01 49 54 75 75

#### **Anne Sophie Chevalier**

22 rue Amiral Mouchez  
75014 Paris  
Tel: 01 43 43 53 23

#### **Alain Durand & Daniel Bourguignon**

14 rue du 8 Mai 1945  
75010 Paris  
Tel: 01 40 3 7 40 00

#### **Myriam Provence**

29 rue Tandou  
75019 Paris  
Tel: 01 42 40 58 26

#### **Etude Genealogique Maillard**

B.P 2012  
7 bis rue de l'Alboni  
75761 Paris CEDEX 16  
Tel: 01 42 24 97 64

### ***Outside of Paris:***

#### **Jean-Bernard Laurent**

146 avenue H. Monnet  
Allée no. 1  
69300 CALUIRE  
Tel: 04 78 23 91 85

#### **Etude Genealogique Franken**

BP 6059, 30905  
Nimes Cedex 2  
Tel: 04 66 23 83 10

## DETECTIVES

All of the firms listed below have at least one employee or agent who can speak and correspond in English. This list was prepared as a convenience for Americans in France, but the Embassy assumes no responsibility for the competence, liability and integrity of these firms and agents

### **Christian Borniche,**

B.P. 32, 7 rue du chateau,  
77302 Fontainebleau cedex  
Tel: 01 60 71 11 90  
Fax: 01 60 71 11 85

### **Cabinet Pavailon**

8 rue de la Lionne  
45000 Orleans  
Tel: 02 38 62 30 50  
Fax: 02 38 54 57 69

### **Agence A**

82 blvd Montparnasse  
75014 Paris  
Tel: 01 40 47 05 03  
e-mail: abacdetective@wanadoo.fr

### **Agence AS**

11 rue de la Croix Nivert  
75015 Paris  
Tel: 01 40 94 08 08  
Fax: 01 48 56 23 00  
Website: www.as-detective.com

### **Agence Assistance Affaires**

29 avenue de Suffren  
75007 Paris  
Tel: 01 47 34 15 11  
Website: www.sosdecte.com

### **Agence internationale**

8 avenue Moderne  
75019 Paris  
Tel: 01 42 02 00 70  
Fax: 01 48 03 01 75

### **Agence Rodin**

10 rue Lord Byron  
75008Paris  
Tel: 01 45 36 40 44  
Fax: 01 53 75 01 96

### **Busy consultants**

37 rue Godot de Mauroy  
75009 Paris  
Tel: 01 47 42 33 80  
Fax: 01 47 42 33 85

### **Dubly Detective**

24 rue Tronchet  
75008 Paris  
Tel: 01 48 65 16 49  
Fax: 01 42 66 53 85

### **American Investigations**

41 rue Anatole France  
83700 Saint Raphael  
Tel: 04 94 40 46 52  
Fax: 04 94 49 34 74  
E-mail: filature@wanadoo.fr



## ATTORNEYS IN THE CONSULAR DISTRICT OF PARIS

### **Definition:**

**AVOCATS** An *avocat* must be a lawyer or attorney. *Avocats* may render legal advice on all matters, draft agreements and contracts, handle commercial disputes and collection cases, and plead and defend civil and criminal cases before the French courts to which they are admitted.

**NOTARIES** (*notaires*) A French *notaire* is a public official appointed by the Ministry of Justice, and not the equivalent of a notary public in the United States. The number of *notaires* in each jurisdiction is limited, and their fees fixed by law. Their functions include the preparation and recording of notarial acts (wills, deeds, acts of incorporation, marriage contracts, etc.) the administration and settlements of estates (excluding litigation in court) and serving as the repository of wills. They are not lawyers, but very specialized members of the legal profession. They may not plead in court.

### **Consular District of Paris, Consular Section, American Embassy, Paris**

2, rue Saint-Florentin, 75382 Paris Cedex 08 (Métro: Concorde)

Tel: 01 43 12 22 22

Fax : 01 42 61 61 40

E-mail : CitizenInfo@state.gov

(Ain 01, Aisne 02, Allier 03, Ardeche 07, Ardennes 08, Aube 10, Calvados 14, Cantal 15, Charente 16, Charente-Maritime 17, Cher 18, Corrèze 19, Côte d'Or 21, Côtes d'Armor 22, Creuse 23, Deux-Sèvres 79, Dordogne 24, Drôme 26, Eure 27, Eure-et-Loire 28, Finistère 29, Gard 30, Gironde 33, Isère 38, Haute-Loire 43, Haute-Marne 52, Haute-Savoie 74, Haute-Vienne 87, Ille-et-Vilaine 35, Indre 36, Indre-et-Loire 37, Landes 40, Loir-et-Cher 41, Loire 42, Loire-Atlantique 44, Loiret 45, Lot-et-Garonne 47, Maine-et-Loire 49, Manche 50, Marne 51, Haute-Marne 52, Mayenne 53, Morbihan 56, Nièvre 58, Nord 59, Oise 60, Orne 61, Pas-de-Calais 62, Puy-de-Dôme 63, Pyrénées-Atlantiques 64, Rhône 69, Saône-et-Loire 71, Sarthe 72, Savoie 73, Haute Savoie 74, Deux-Sèvres 79, Paris 75, Seine-Maritime 76, Seine-et-Marne 77, Yvelines 78, Somme 80, Tarn-et-Garonne 82, Vendée 85, Vienne 86, Yonne 89, Essonne 91, Hauts-de-Seine 92, Seine-Saint-Denis 93, Val de Marne 94, Val-d'Oise 95)

Outside the Paris Consular District there are two American Consulates General: Marseille (covering the southeast), and Strasbourg (the northeast).

**French Postal Information.** France uses a postal code system similar to the U.S. zip code. The code number precedes the name of the city. The first two digits designate the department, the last three the city or an area within the city. Postal rates vary by weight and destination. Within France, the rate for a 20 gram (approx. 2/3 oz.) letter is €50. The air rate for a 30 gram (approx. 1 oz.) letter to the U.S. is €90. Registered (*recommandé*) mail can be sent through the French postal service with return receipt requested.

**Credit Reports.** Credit reports can be obtained through Dunn and Bradstreet, 17, avenue de Choisy, 75013 Paris, or through major banks represented in Paris. These include the Bank of America, Chase Manhattan, First National City Bank of New York (Citibank) and Morgan Guaranty Trust.

Collection Agencies. Not all attorneys accept collection cases. A list of collection agencies is available from the Embassy's Commercial Affairs Section.

Service of Legal Process and Taking of Evidence. Information sheets on these judicial assistance matters are available from the Embassy's Office of American Services.

The List of Attorneys. The following individuals and firms have informed the Embassy that they are qualified to adjudicate law in the categories specified, and that they are sufficiently competent in the English language to provide services to English-speaking clients. The Embassy assumes no responsibility for the professional ability or integrity of the individuals or firms listed herein. The Embassy has neither the authority nor the facilities to act as a bar association grievance committee. If you encounter unsatisfactory services by parties listed, however, set forth the circumstances in writing and the complaint will be noted in our files.

THIS LIST IS RELEASED ON THE CONDITION THAT IT NOT BE PUBLISHED OR REPRODUCED. French law prohibits members of the legal profession in France from advertising their services. Publication of the names of attorneys with data on their professional qualifications would be a violation of this law.

## **RETAINING AN ATTORNEY ABROAD**

The following guidelines may be helpful to you in retaining the services of an attorney abroad to protect your interest.

### **I. Selecting an Attorney**

It is wise to contact several attorneys, briefly describing the nature of the services you desire. Before deciding which attorney to employ, ask for a written schedule of fees generally charged for the services you need. Be sure to ask whether the attorney is fluent in English. Do not turn over documents or funds until you are certain that the attorney fully understands your legal needs and is willing to handle your case.

### **II. Barristers and Solicitors**

In some foreign cities, districts, or provinces it may be necessary to retain the services of both a solicitor and a barrister. In such jurisdictions, barristers are allowed to appear in court, including trial courts and higher courts of appeal or other courts. Solicitors are allowed to advise clients and sometimes represent them in the lower courts. They may also prepare cases for barristers to try in the higher courts.

### **III. Notaries Public, Notaries and *Huissiers*:**

In some foreign countries, notaries public, notaries and *huissiers* can perform many of the functions performed by attorneys in the United States. Foreign notaries frequently draft instruments, wills and conveyances. In some countries a notary is a public official, appointed by the Ministry of Justice, whose functions include not only the preparation of documents, but the administration and settlement of estates. Such notaries serve as repositories for wills and are empowered to serve legal documents. In some countries the *huissiers* serve documents. They are not lawyers but are very specialized members of the legal profession. They may not plead cases in court.

### **IV. Assistance of the U.S. Embassy or Consulate**

Should your communication with a foreign attorney prove unsatisfactory, a U.S. consular officer may, if appropriate, communicate with the attorney on your behalf. In addition, complaints against foreign attorneys whose names appear on the list can result in the removal of their names from the list.

## **V. Coordination with Counsel in the United States**

American attorneys may not be in a position to represent your interests abroad, particularly because they will not be permitted to participate in foreign court proceedings under the laws of the foreign country. American attorneys experienced in international procedure may be helpful in explaining the complex international issues involved in your case and some may have associates or partners abroad to whom they can refer you.

### **Legal Aid Associations**

There may be facilities in the foreign country for low cost or free legal services. If the information about such assistance is not included in the list of attorneys, ask the local bar association or the Ministry of Justice about the availability of legal aid.

- How to Deal With Your Foreign Attorney
- Find out the attorney's qualifications and experience.
- Find out how the attorney plans to represent you. Ask specific questions and expect the attorney to explain the legal process in the country concerned, as well as the legal activities planned on your behalf, in language that you can understand. Have your attorney analyze your case, giving you the positive and negative aspects and probable outcome. Be honest with your attorney. Tell the attorney every relevant fact in order to get the best representation of your interests. Do not fail to ask how much time the attorney anticipates the case may take to complete.
- Find out what fees the attorney, *notaire* or *huissier* charge and what fees are expected. *Notaires* and *huissiers* are usually government officials who must charge fees established by their governments. Some attorneys expect payment in advance; some demand payment after each action taken, refusing to proceed until they are paid. Others may take the case on a percentage basis, collecting a pre-arranged percentage of the monies awarded by a foreign court.
- Ask that your attorney keep you advised of the progress of your case according to a pre-established schedule. Remember your responsibility to keep your attorney informed of any new developments in your case. Request copies of all letters and documents prepared on your behalf.
- Do not expect your attorney to give a simple answer to a complex legal problem. Be sure you understand the technical language contained in any contract or other legal document prepared by your attorney.

.NOTE: In some countries the court recess for a period of several months during the summer. In addition, even if the case is resolved, currency control laws are often complex and may delay the transfer of funds awarded to you from the foreign country for an indefinite time.

Assistance of the Department of State: If you have additional questions, contact the appropriate division of the Office of Citizen Services, Room 4817, Department of State, Washington, D.C. 20520

Europe and Canada Division, (202) 647-3445

Inter-American Division, (202) 647-3712      East Asia and Pacific Division, (202) 67-3675

African Division, (202) 647-4994      Near East and South Asia Division, (202) 647-3926

### **Complaints Against Foreign Attorneys**

If the service of your foreign attorney proves unsatisfactory, in addition to notifying the Department of State and the U.S. embassy or consulate abroad, you may address your complaints to the local foreign bar association.

## AMERICAN ATTORNEYS IN THE PARIS AREA

**Appfel, Moisson, Polier & Weil**, 4 rue de Marignan, 75008 Paris. Tel: 01 47 23 41 51  
French and United States corporate and commercial law (including mergers, acquisitions, joint ventures, employment contracts, licensing, establishment of branch offices and subsidiaries). Litigation and creditors' rights, bankruptcy, insurance, labor and family law (including *certificats de coutume*), and personal injury. U.S. Visas H1-B and L1-A. French visas for professionals and *cartes de commerçant étranger*. Admitted to the practice of law in New York State and France.  
E-mail: j-polier@paris-law.com  
Website: www.paris-law.com

**Baker & McKenzie**, 32 avenue Kleber, 75116 Paris Tel: 01 44 17 53 00  
International tax, litigation, commercial and financial law. Illinois and Paris bars.

**Blumrosen, Alexander**, 153 Blvd Hausmann, 75008 Paris Tel: 01 42 56 30 80  
Corporate and commercial law, mergers, acquisitions, distribution, trademark and intellectual property matters including music and film. New York and Paris Bars.

**Cleary, Gottlieb, Steen & Hamilton**, 41 avenue de Friedland, 75008 Paris Tel: 01 40 74 68 00  
Corporate and business law, international financial transactions, tax and estates. Bars of North Carolina, New York District of Columbia.

**Correspondant Organique International Hogan & Hartson, Cariddi, Mee**, Tel: 01 42 61 57 71  
12 rue de la Paix, 75002 Paris  
International business transaction and trusts and estates. Bars of New York, Washington and Paris. Managing partner.

**Dellecker, Terence R.**, 53 avenue Montaigne, 75008 Paris Tel: 01 42 56 14 00  
Commercial and corporate French, U.S and transnational problems, taxation, labor. Bars of Massachusetts, New York and Paris .

**Fredenberger, John C.**, 109 avenue Henri Martin, 75116 Paris Tel: 01 45 04 10 10  
Marriage, income, estate and wealth taxation, French and American estate planning. Oklahoma bar.

**General French, American and European law practice**: provides advice to small and medium-sized companies on foreign investments in France and USA, International business transaction, import-export, contracts, distribution, French and European competition law, bankruptcy, also provides advice on tax and estates, real estate law. Bars of New York, District of Colombia and Paris

**Gibson, Dunn & Crutcher**, 166 rue du Fbg. St.-Honoré, 75008 Paris Tel: 01 56 43 13 00  
American, French, European and general international practice specializing in mergers and acquisitions. Also, corporate and business law, corporate finance and international tax. Bars of Paris, California, New York, Quebec, England and Wales.  
Website: [www.gibsondunn.com](http://www.gibsondunn.com)

**Halstead, Christina M.**, 109, avenue Henri Martin, 75116 Paris Tel: 01 45 04 49 67  
Adoptions/government relations, child custody, contracts, corporations, Tel: 01 45 04 47 80  
estates, intellectual property, marriage/divorce, patents/trademarks and Cell: 06 86 74 84 70  
copyright. Bars of California and Paris.

**Hughes, Hubbard and Reed**, 47 avenue Georges Mandel, 75116 Paris Tel: 01 44 05 80 00  
Corporate and business law, international business transactions, litigation and arbitration, real estate,  
financial transactions, tax, and estates. Bars of New York, Connecticut, District of Colombia and  
Paris

**Jones, Day, Reavis & Pogue**, 120 rue du Faubourg St-Honoré, 75008 Paris Tel: 01 56 59 39 39  
Arbitration and international law, general corporate law, commercial law. Bars of District of  
Columbia, Illinois, New Jersey, New York and Paris.

**Kaman, John**, 20 rue Caulaincourt, 75018 Paris Tel: 01 55 79 12 35  
Civil damage, collections, contracts, corporations, estates, immigration, marketing agreements,  
marriage/divorce, patents/trademarks/copyrights. Bars of California and New York.  
Email: john.kaman@wanadoo.fr

**Kenneybrew, Tony A.** PhD., Esq., 8 rue de Courty, 75007 Paris Tel: 01 42 02 26 51  
Adoptions and government relations, automobile and accidents, child Fax: 01 42 02 26 51  
custody, civil damages, collections, contracts, corporations, estates, Cell: 06 15 73 94 13  
foreign investments and claims, immigration, intellectual property, labor relations, marketing  
agreements, marriage and divorce, narcotics, patents/trademarks/copyrights/ taxes, theft/fraud and  
embezzlement. Paris Bar. E-mail: knybrew@hotmail.com

**Kenton, Peter F.**, 16 rue Puteaux, 75017 Paris Tel: 01 42 94 20 59  
General practice, corporate and taxation law, product liability, marriage and divorce law, patent and  
licensing, international law, corporate and taxation law, anti-trust, international trade, labor,  
commercial litigation, arbitration, immigration. New York bar.

**Kevorkian & Partners**, 46 avenue d'Iéna, 75116 Paris Tel: 01 40 69 50 00  
General practice, international law, corporate and taxation, anti-trust, international trade, labor,  
commercial litigation, arbitration, immigration. Bars of District of Colombia, New York, U.S.  
Supreme court, California and Paris.

**Manley, Robert H.**, 127 Blvd Malesherbes, 75017 Paris Tel: 01 47 63 74 07  
General practice, corporate and commercial matters, EEC contracts, taxation, trade, trade disputes,  
real estate, entertainment law, immigration, domestic relation, estate. Bars of Massachusetts and  
Paris

**Naumann, Stefan** (Lawfirm – Denton Sales Vincent & Associés) Tel: 01 53 05 16 00  
43 rue du Faubourg Saint Honoré, 75008 Paris Fax: 01 53 05 97 27  
Intellectual and industrial property, television and motion pictures, EU anti-trust, unfair competition.  
Paris and California Bars. E-mail: snaumann@dentonwildesapte.com

**Okoshken, Samuel H.**, 53 avenue Montaigne, 75008 Paris Tel: 01 42 56 54 20  
U.S., French and international income and estate planning; preparation of U.S./French income tax returns; structuring executive compensation agreements; structuring small business operations in France; visa and work permits for France; U.S. E-1/E-2 visas; labor law; acquisition of French real estate; general corporate and commercial law. Bars of New York and Paris.  
Website: [www.Okoshken.com](http://www.Okoshken.com)  
E-mail: [shofrance@compuserve.com](mailto:shofrance@compuserve.com)

**Phillips & Giraud**, 49 Blvd de Courcelles, 75008 Paris Tel: 01 44 29 23 23  
General and international law practice. Bars of California and Paris.  
E-mail: [LAFPHIL@imaginet.fr](mailto:LAFPHIL@imaginet.fr)

**Pisar, Samuel**, 68 Bd de Courcelles, 75008 Paris Tel: 01 47 66 02 12  
General & international law, corporate, litigation, financial & commercial law, taxation, entertainment, estate & EC law, arbitration. Bars of District of Colombia, New York, California, London and Paris.

**Porter, Reeves Ramier & Suret** 5 rue Cambon, 75001 Paris Tel: 01 42 61 55 77  
Corporate law, estates, commercial and civil law, real property, arbitration and certificates of law. Bars of Louisiana, New York, District of Columbia and Paris

**Reuter, Norman**, 119 rue de Lille, 75007 Paris Tel: 01 47 05 01 52  
U.S. and French estates and successions; international estate planning; gift and estates taxation; certificate de coutume; Mutual contentment  
E-mail: [n.reuter@libertysurf.fr](mailto:n.reuter@libertysurf.fr)

**Rosman, Leonard B.**, 18, rue Bayard, Place François 1er, 75008 Paris Tel: 01 53 83 86 90  
Specialises in patent, trademark and copyright laws. Fax: 01 53 83 86 91  
E-mail: [lbr@Irosman.com](mailto:lbr@Irosman.com)

**Shubert & Dusauso**y, 190, Blvd Haussman, 75008 Paris Tel: 01 40 76 01 43  
General French, American and international practice, commercial, corporate, product distribution, licensing, advertising, labor law, immigration, industrial property and copyright, computer, litigation. New York and Paris Bars.

**Skadden, Arps, Slate, Meagher and Flom** Tel: 01 55 27 11 00  
68 rue du Fbg St Honoré  
75008 Paris  
American, French and General international practice specializing in General corporate matters mergers and Acquisitions, corporate finance, corporate restructuring, international tax and international litigation

**Soffer, Ron** Tel: 01 53 23 02 00  
8 rue Magellan, 75008 Paris Fax: 01 53 23 02 01  
Child custody, civil damages, collections, foreign claims, labor relations, marriage/divorce, theft, fraud and embezzlement; Paris, New York and Jerusalem Bars  
E-mail: [avocats@ronsoffer.com](mailto:avocats@ronsoffer.com)

**Sokolow, Dunaud, Mercadier & Carreras, Krabant Alexander** Tel: 01 53 65 70 75  
55 avenue Kleber, 75116 Paris,  
Mergers and acquisitions, commercial law, contract law and general business litigation

**Squires-Lind, Joan** Tel: 01 44 59 82 57  
6 rue du Foin, 75003 Paris, &  
8 rue des Francs Bourgeois, 75003 Paris  
US and French business immigration law. New York and Paris Bars.  
E-mail [jsquireslind@compuserve.com](mailto:jsquireslind@compuserve.com)

**Suffern, Stephen**, 9, rue du Val-de-Grâce, 75005 Paris Tel: 01 43 25 53 10  
French and American criminal law, French and American immigration law, international law. Bars  
New York and Paris.  
E-mail: [sufftat@club-internet.fr](mailto:sufftat@club-internet.fr)

**Van Teslaar**, 74 rue du Rocher, 75008 Paris Tel: 01 44 90 02 22  
General practice, Business, corporate & international law, litigation, tax, rent, divorce &  
Immigration. Paris Bar.

**Wolfman, Cyril**, 31 rue de Poissy, 75005 Paris Tel: 01 55 42 55 25  
General Practice, Child Custody, Collections, Contracts, Immigration, Marriage and Divorce, Taxes  
Member of the Georgia Bar  
Email: [francewolf@aol.com](mailto:francewolf@aol.com)  
Cell phone: 06 15 23 35 25

### ***Les Yvelines***

**Myers Samuel**, 18 avenue De Louveciennes, 78170 La Celle Saint-Cloud Tel: 01 30 82 44 46  
Corporate, commercial and international transactions, finance, entertainment and intellectual property  
law, real estate and estate law. New York.

**Corcos Claude-Michel**, 5 rue Angivilliers, 78000 Versailles Tel: 01 39 50 13  
20 Civil law, commercial law, responsibility, advertising law. Versailles bar.

### ***La Defense - Puteaux***

**Price Watherhouse Juridique and Fiscal**, Tour AIG 34, Place des Corolles, Tel: 01 41 26 40 00  
92908 La Defense  
International and domestic business law, international and domestic Taxation. Bars of California and  
New York.Versailles (Yvelines)

**Wise, Martin Haywood (Esq.)**, 32 rue des Bas Rogers, 92800 Puteaux Tel: 01 47 72 31 69  
Civil Damages, collections, contracts, corporations, foreign claims, Fax: 01 47 72 31 69  
immigration, intellectual property, investment, patents/trademarks/copyrights. New York, New Jersey  
and Paris Bars.E-mail: [wise.haywood@numericable.fr](mailto:wise.haywood@numericable.fr)

## FRENCH ATTORNEYS IN THE PARIS AREA

**Aknin Joël**, 10 Blvd Suchet ,75016 Paris  
Commercial law, labor law. Paris Bar.

Tel: 01 45 04 67 01 Fax:01 45 04 33 71

**Birnbaum, Colette**, 77 avenue des Champs Elysées, 75008 Paris  
General French and International law practice, immigration, corporate, international contracts, tax law, foreign investment, media and entertainment law.

Tel: 01 42 56 70 60

**Boissavy, Matthieu**, 22 avenue de l'Observatoire, 75014 Paris  
E-mail: mbavocat@club-internet.fr  
Intellectual property law, trademarks, commercial litigation, criminal law, family law, international business law, mediation, international private law. Member of the New York Bar Association.

Tel: 01 40 46 92 86

Fax: 01 40 46 97 74

**Butler, Richard**, 40 avenue Raymond Poincaré, 75116 Paris  
Construction, international trade, international joint ventures. Bars of England and Wales.

Tel: 01 44 34 80 50

**Cabinet d'Avocats Draï**, 11 rue des Ternes, 75017 Paris  
Banking and financial, child custody, contracts, corporate, foreign investments, immigration, marriage/divorce, patents/trademarks/copyrights, taxes; New York and Paris bar.

Tel: 01 45 72 08 80

Fax: 01 45 72 08 90

**Chauveau,Véronique**, 31, rue de Poissy, 75005 Paris  
Family law and international family law (child abduction and child custody,) international private law, criminal law. Paris bar.  
E-mail: veronique.chauveau.avocat@wanadoo.fr  
Website: vchauveau@droitfamille.com

Tel: 01 55 42 55 25

Fax: 01 55 42 5529

**Citrey, Eric**, 37, avenue des Champs Elysées, 75008 Paris  
Commercial and business, IPR and information technology, construction and/or infrastructure contract, international arbitration, labor law and disputes, family law and litigation for all of these. Paris Bar.

Tel: 01 56 43 39 40

Fax: 01 56 43 39 43

**Crauste, Rémi**, 8 rue de l'Odéon, 75006 Paris  
General practice, civil, commercial and criminal law. Paris bar

Tel: 01 43 26 70 74

**Curtil & Honnorat**, 7, rue Le Sueur, 75116, Paris  
Civil damages, contracts, corporations, intellectual property, marriage/divorce, theft, fraud embezzlement. Paris and Berlin Bars.  
E-mail: [sepcurtil-honnorat@wanadoo.fr](mailto:sepcurtil-honnorat@wanadoo.fr) – Website: [www.Curtil-Honnorat.com](http://www.Curtil-Honnorat.com)

Tel: 01 45 02 38 00

Fax: 01 45 02 84 33

**Demidoff, Georges**, 19 rue Marignan, 75008 Paris  
Banking and financial, collections, contracts, labor relations, theft, fraud, embezzlement. Paris bar. E-mail: [gdemidoff@wanadoo.fr](mailto:gdemidoff@wanadoo.fr)

Tel: 01 43 59 15 62

Fax: 01 43 59 15 60

**De Richemont, John**, 3 rue Auguste Comte, 75016 Paris  
Criminal, civil, corporate, tax and labor law, petroleum law. Paris bar

Tel: 01 42 34 56 00



**Du Monoir de Juaye and Associates**, 5-7 rue Georges Berger, Tel: 01 40 06 92 00  
75017 Paris – Contracts, corporations, estates, intellectual property, Fax: 01 40 06 92 01  
labor relations, marriage/divorce, patents, trademarks, copyrights, taxes  
Paris Bar. E-mail: juaye@france-lex.com

**Even, Alain**, 20 avenue de Friedland, 75008 Paris Tel: 01 53 96 95 55  
General practice, business and commercial law, investments. Paris bar.

**Fayon, Pierre**, 17 rue Alphonse de Neuville, 75017 Paris Tel: 01 42 67 07 21  
Civil law, international private law, criminal law. Paris bar.

**Fraitag, Alain**, 234 Blvd St Germain, 75007 Paris Tel: 01 42 22 15 10  
Criminal law, entertainment. Paris bar

**Gassoch, Anne**, 6 avenue Geoerge V, 75008 Paris Tel: 01 47 20 85 49  
General practice, business, corporate, tax, matrimonial and international law. Paris bar.

**Henaff, Yves**, 66 avenue Kleber, 75116 Paris Tel: 01 44 05 01 French  
and international business law, commercial contracts and corporate law, counsel, litigation and  
arbitration. Paris and New York Bars.

**Jonquois, Isabelle**, 4 rue Arsenne Houssaye, 75016 Paris Tel: 01 53 89 14 70  
General practice. Paris bar.

**Kaplan, Philip**, 18 avenue de l'Opera, 75001 Paris Tel: 01 44 77 96 00  
Commercial debt recovery and litigation, banking law and litigation, banking law and litigation,  
agencies and distributorship, bankruptcy. Partner's practice areas (SCM 18 Lisbonne) company law,  
tax law, family law, white collar crime construction and real estate law, rental law. Paris bar.

**Klarsfeld, Arnold**, 32 rue de la Boetie, 75008 Paris Tel: 01 45 61 49 22  
International business law, entertainment law, intellectual and patent law, international contents,  
banking law. Paris, California and New York.

**Knoll. Edouard**, 179 Blvd St Germain, 75007 Paris Tel: 01 45 48 16 88  
French civil and family law, commercial law, property and criminal law. Paris and Bordeaux bars.

**Lamy, Ribeyre & Associés**, 6, square de l'Opéra L. Jouvett, 75009 Paris Tel: 04 78 62 14 00  
Contracts, corporations, foreign investments, labor relations, patents, Fax: 04 78 62 14 99  
trademarks, copyrights. Contact Christoph Martin `ke,  
E-mail: christoph.martin.radtke@lamy-ribeyre.com

**Mandel, Aimé**, 66 avenue Kleber, 75116 Paris Tel: 01 47 27 65 06  
General business practice, corporate tax and trade law, litigation and international arbitration,  
copyright, criminal cases. Paris and California bars.

**Michallon, Jean-Jacques**, 18 rue Beaujon, 75008 Paris Tel: 06 09 75 94 40  
Specialized in tax law as a former tax inspector. Tax dispute/resolution, tax audit, tax litigation, tax  
return, corporate restructuring, estate planning  
E-mail: jean-jacques.michallon@noos.fr

**Obadia, Sophie**, 156 rue de Rivoli, 75001 Paris Tel: 01 49 27 00 55  
Commercial, civil, collection cases, social and labor law, litigation in court, criminal law. Paris bar.

**Pirolli, Roland**, 9 rue Duphot, 75001 Paris Tel: 01 47 03 38 20  
Civil and commercial law, patents, property and family law. Paris bar.

**Roth, Christian**, 29 rue du Faubourg St-Honoré, 75008 Paris Tel: 01 42 66 63 19  
International business law, immigration law. Paris bar.

**Ryde, Richard**, 16 rue de Naples, 75008 Paris Tel: 01 42 94 82 64  
Commercial law, general civil law. Bars of England, Wales and Paris.

**Sands, Roselyn S.**, 68 rue du Faubourg St Honoré, 75008 Paris Tel: 01 53 05 60 21  
French labor and employment law. Paris, Florida, New York, and California Bars.

**Suffern, Stephen**, 9, rue du Val-de-Grâce, 75005 Paris, Tel: 01 43 25 53 10  
E-mail: sufftat@club-internet.fr  
French and American criminal law, French and American immigration law, international law. Bars New York and Paris.

**Stern, Michele**, 9, rue du Val-de-Grâce, 75005 Paris Tel: 01 44 07 21 23  
E-mail: m.stern@wanadoo.fr  
French business law, main file competition law, computer land telecommunication law

**Trouvé, William**, 40 rue Bonaparte, 75006 Paris Tel: 01 43 25 67 70  
General practice, civil & commercial law, labor law. EEC Law. Paris bar.

**Wallenstein, Laura**, 7 rue Dante, 75005 Paris Tel: 01 46 33 43 22  
General practice. Paris bar

**Zylberstein Jean-Claude**, 12 rue du Val de Grâce, 75005 Paris Tel: 01 43 26 41 00  
General business, contracts and litigation in the fields of copyright, music and motion picture industries, libel and rights of privacy. Multimedia (internet and the new technologies). Paris bar.

**Association d'avocats Bourdon Simoni Voituriez**, 156 rue de Rivoli, Tel: 01 42 60 32 60  
75001 Paris  
Copyright law, publishing law, civil law, criminal, estate corporate law foreigners law. Paris Bar.

**August & Debouzy, Lavielle Jean-Pierre**, 6-8 rue avenue de Messine, Tel: 01 45 61 79 88  
75008 Paris  
E-mail: JPLavielle@augdeb.com

**Bignon & Lebray**, 14 rue Pergolèse, 75116 Paris Tel: 01 44 17 17 44  
General French EEC and international business law, financial, securities, stock exchange and banking law, computer law, general civil & trial practice, commercial law, environmental law, real estate and bankruptcy law, products liability, distributorship, competition, cooperate law. Paris, Lyon, Lille and New York bars.

**Bourgoing-Dumonteil and Associates**, 119 rue de Lille, 75007 Paris, Tel: 01 45 55 90 45  
Corporation and commercial laws, contracts and investment, arbitration, taxation and collections, litigation, law of French-speaking sub-Saharan Africa. Paris bar.

**Cournot and Associates**, 5 rue Beaujon, 75008 Paris Tel: 01 53 81 53 00  
Corporate and commercial law, international trade regulations, taxation law, labor law. District of Colombia, New York and Paris bars.

**Daniel Kahn & Associates** 51 rue Dumont d'Urville, 75017 Paris Tel: 01 45 01 45 01  
Business law (computer & high-tech especially), investments, contracts, labor law, commercial law, distribution. Paris bar.

**De Chambrun and Partners**, 52 avenue des Champs Elysées, 75008 Paris Tel: 01 43 59 10 31  
General practice, corporate, commercial and international law, tax, property, estates litigation and arbitration. New York, District of Colombia, Virginia and Paris bars.

**Demoyen and Associates**, 17 avenue de Lamballe, 75016 Paris Tel: 01 45 24 46 30  
Commercial, labor and tax law, general practice. Paris bar.

**Dubarry Leveque le Douarin & Veil**, 9 rue de Tasse, 75116 Paris Tel: 01 44 30 25 00  
General practice, business, corporate and civil law, contracts, litigation, international business transaction, national and international arbitration, labor law, advertising law. Paris bar.

**Hervé Termime & Associates**, 156 rue de Rivoli, 75001 Paris Tel: 01 49 27 00 55  
Criminal law. New York and Paris bars

**Hugues Hubbard & Reed**, 47 avenue Georges Mandel, 75116 Paris Tel: 01 44 05 80 00  
Commercial and trade law, taxation, contracts. Paris bar.

**J.C. Goldsmith and Partners**, 4 avenue Van Dyck, 75008 Paris Tel: 01 47 66 51 19  
Corporate and commercial law, international litigation.

**La Giraudière Larroze & Associates**, 92 avenue d'Iéna, 75116 Paris Tel: 01 40 73 88 88  
International law, business transactions, environmental law, European Community. Paris bar.

**Lette, Lette & Partners**, 3 rue du Boccador, 75008 Paris Tel: 01 40 73 16 00  
General French and international practice corporate, commercial and civil law, trusts and estates, French and international taxation. Quebec, Ontario and Paris.

**S.C.P. Jeanclos**, 6 rue Georges Ville, 75116 Paris Tel: 01 44 17 80 90  
General French and international practice, litigation, personal injury, matrimonial, divorce, successions and labor law. Paris Bar.

**S.C.P. Jung Allegret & Schwarzmann, Schwarzmann** Tel: 01 56 59 20 00  
Thierry, 1 avenue Franklin Roosevelt, 75116 Paris  
Business law. Paris and New York bars.

**S.C.P. Pruvost Laudrain & Associates**, 14 rue Segulier, 75006 Paris Tel: 01 53 10 11 80  
International and business law, estate and labor law, litigation trade law, family law, patent law and criminal cases. Paris bar.

**Summa**, 12 avenue de l'Observatoire, 75008 Paris Tel: 01 43 54 98 19  
Civil, commercial and trust law, contracts and divorce cases, intellectual property. Paris bar.

**Thieffry & Associates** 23 avenue Hoche, 75008 Paris Tel: 01 45 62 45 54  
Transactional arbitration, litigation and transactions (Acquisitions, transfers of technology, EC law, general corporate, securities and contractual practice, intellectual property, competition and environmental laws). Georgia, New York and Paris Bars.

**Villared and Associates**, Cornec Alain, 8 rue Bellini, 75016 Paris Tel: 01 44 05 04 00  
International civil law, (family law, estate law, publicity management. Paris bar.

**Wissberg Gaetjens Ziegenfeuter**, 34 avenue Marceau, 75008 Paris Tel: 01 47 20 22 48  
International, French civil commercial law, corporate law, acquisition, foreign investments, litigation, arbitration. Paris and Nice bar.

**Bureau Jean Lefebvre**, 3 Villa Emile Bergerat, Tel: 01 47 38 55 00  
92522 Neuilly sur Seine Cedex  
Taxation, company law mergers and acquisitions, contracts, competition, labor law, estate planning, customs regulations, foreign investments and cross-border corporate finance, E.C. law and litigation.

#### **ATTORNEYS IN OTHER REGIONS OF FRANCE**

##### ***AIN***

**Lora-Tonet, Gerard**, 64 Grand Rue, 01300 Belley Tel: 04 79 81 05 56  
General practice. Belley Bar

**Perret Christian**, 9 Blvd du Mail, 01300 Belley Tel: 04 79 81 00 61  
General practice, real estate, general liability, family law, commercial law, debt collection. Belley Bar.

##### ***AUBE***

**Colomes, Jean-Yves**, 38 rue J. Deschainet BP. 721, 10004 Troyes cedex Tel: 03 25 73 29 46  
Commercial law, labor law, common law. Troyes Bar.

##### ***BOUCHES DU RHONE***

**Cabinet Keelaghan**, Le Square, 130 avenue La Pérouse, Tel: 04 42 93 20 54  
13090 Aix-en-Provence. Fax: 04 42 27 85 99  
Certified specialist in intellectual property, contracts, corporations, foreign investments, marketing agreements, patents / trademarks / copyrights. California and French Bars.  
Contact Thérèse Keelaghan. E-mail: tk@cabinetkeel.com

##### ***CALVADOS***

**Hervieu, Alain**, 15 rue de Bayeux, 14000 Caen Tel: 02 31 85 49 14  
General practice, labor law. Caen Bar.

**Panetier, Sylvie**, 48 rue Caponière, 14000 Caen Tel: 02 31 85 92 44  
Civil, criminal law. Caen Bar.

**Pouchin Rebmann, Maryvonne**, 29 rue Ecuyere, B.P 93, 14014 Caen Tel: 02 31 86 39 26  
Civil, commercial, maritime, estates and divorce law. Paris and Caen Bars

**Ballaloud, Yves**, Le Majestic, Blvd des allobroges, 74130 Bonneville Tel: 04 50 97 21 34  
Civil, commercial and criminal cases. Bonneville bar.

***COTES d'ARMOR***

**de la Hitte Rita**, 18 Place Marchix, 22100 Dinan Tel: 02 96 39 83 17  
Civil liability, liability out of contract, insurance, social security law. Dinan bar.

***EURE***

**Kuperfils, Michel**, 9 rue Dubais BP 681, 27006 Evreux Tel: 02 32 38 29 70  
General private law, criminal, labor law, commercial litigation. Eveux bar.

***HAUTE-SAVOIE***

**Ballaloud, Yves**, 17 rue de la Paix, 74000 Annecy Tel: 04 50 97 21 34  
Civil, commercial and criminal cases. Bonneville bar.

**Bourgue, Pierre**, 10 avenue Charles Poncet, 74300 Cluses Tel: 04 50 96 15 74  
Commercial law, social law, economic law. Bonneville bar.

**Duchêne, Jean-François**, 21 avenue de la Libération, 74300 Cluses Tel: 04 50 96 19 08  
Tax law. Bonneville bar.

**Philipponat, Gilles**, "Le Boccard" 23 rue de Savoie, 74700 Sallanches Tel: 04 50 58 48 83  
Business law, tax law, company law. Bonneville bar.

**S.C.P. Brifford-Puthod-Bastid**, 111 rue du Pont, BP.40, Tel: 04 50 97 00 07  
74131 Bonneville  
Civil law, real estate property law, international private and public laws, administrative law, criminal law.

**S.C.P. Valdelievre-Bailly-Traverso- Salvisberg**, 15 rue de la Prefecture, Tel: 04 50 51 20 03  
74000 Annecy  
Civil law, commercial and labor law. Albertville and Chambéry bars.

***ILLE ET VILLAIN***

**Sourdin, Jean-Michel**, 2 Place Chateaubriand, 35400 St Malo Tel: 02 99 40 58 67  
Business, insurance law family law. Paris and St Malo bar.

**Loas-Ollivro, Colette**, 6 rue Saint- Vincent, B.P. 97, 35412 St Malo Tel: 02 99 40 51 51  
Civil law, Family law, insurance and labor, criminal law. Dinan and St Malo bars.

***LOIRE ATLANTIQUE***

**Rosenthal, Etienne**, 22 rue Racine, 44000 Nantes Tel: 02 51 84 00 84

***LOIRET***

**Carnandet, Christine**, 16 rue Louis Blanc, B.P. 96, 45503 Montargis Tel: 02 38 67 15 44  
Cooperate and civil law, commercial litigation. Montargis Bar.

## **MAINE ET LOIRE**

**Chanteux-Bui Maryvonne**, 10 rue Chaussée St Pierre, 49100 Angers Tel: 02 41 88 53 01  
General practice. Angers bar

**Laforgue, Alain**, 8 rue St Maurille, 49100 Angers Tel: 02 41 87 09 26  
Commercial and trade law. Paris and Angers bars.

**Piednoir, Patrice**, 10 rue Chaussée St Pierre, 49100 Angers, Tel: 02 41 88 53 01

**SCPA Beucher and associates**, 4 rue du Quinconce, B.P.2307, Tel: 02 41 25 32 60  
49023 Angers Cedex 02  
General practice, tax law. Angers bar.

## **MAYENNE**

**de la Bretesche, Alain**, 23 rue du Hameau, 53007 Laval Cedex Tel: 02 43 49 20 62  
Social, public, family law. Laval Bar.

## **MORBIHAN**

**Bouin, René-Marie**, 9 Place de la Republique, CP. 33913, 56039 Vannes Tel: 02 97 47 32 35  
Commercial field, criminal and business. Vannes bar.

**Guilloux, Alain**, 1 rue Pot d'Etain, 56000 Vannes Tel: 02 97 54 04 09  
Criminal trials, civil law. Paris and Vannes Bars.

**Laroze le Portz, Isabelle**, 3 Blvd du Colonel Reny " Le Corum," Tel: 02 97 46 131 14  
56000 Vannes,  
Business, trade, civil, labor, trademarks law. Paris Bar.

## **NORD**

**S.C.P. Reisenhel Avocats**, 208, Place du Barlet 59500 Douai Tel: 03 27 88 90 93  
Penal, civil, business law, labor. Douai bar.

**Grasset, Martin**, 28 avenue du Peuple Belge, 59800 Lille Tel: 03 20 06 93 93  
Business law, civil law, criminal, Lille bar.

**Triplet & Associates**, 75 Blvd Vauban, 59000 Lille Tel: 03 20 54 23 23  
Company and commercial law, contracts, acquisitions, labor law including litigation, probate real,  
estate developments, property. Lille bar. Website: [www.triplet.com](http://www.triplet.com)

**Brochen, Jean Louis**, 113 avenue Jean-Baptiste Lebas, 59100 Roubaix Tel: 03 20 28 03 4  
Criminal, civil, insurance, labor law including litigation. Lille bar.

## **OISE**

**Ginestet, Philippe**, 2 rue Joseph Leprince, 60200 Compiègne Tel: 03 44 40 47 80  
Civil, commercial, criminal proceeding. Compiègne bar.

**Guerard, Denis**, 17 rue Pierre Waguët, B.P.770, 60007 Beauvais Tel: 03 44 06 30 90  
Farming, affairs or business laws. Beauvais bar.

**Hameau, Jean-Paul**, 17 rue Pierre Waguët, B.P 770, 60007 Beauvais Tel: 03 44 06 30 90  
Corporate, income tax advice, private business service, pensions planning. Beauvais Bar.

***ORNE***

**Lemonnier, Alain**, 53 rue de Bretagne, 61000 Alençon  
Civil, commercial and criminal law. Alençon bar.

Tel: 02 33 82 30 50

***RHONE***

**Banbanaste, Hervé**, 203 rue Duquesclin, 69003 Lyon

Tel: 04 78 62 94 95

Penal law, law of torts, labor law. Commercial law, corporate law, tax law and banking law.

**Drai, Stephane**, 58 rue Servient, 69003 Lyon

Tel: 04 72 61 86 87

International law.

**Ducroux, Audrey**, 105 rue du Président E. Herriot, 69002 Lyon

Tel: 04 78 38 23 71

Family law, labor law, French and Anglo Saxon commercial law, transport, tax. Lyon bar.

**Halpern, Thomas**, 17 Place Bellecour, 69002 Lyon

Tel: 04 78 42 61 18

General practice, customs, financial criminal cases. Lyon bar.

**Lamy, Ribeyre & Associés**, 40, rue de Bonnel, F69484 Lyon cedex 03

Tel: 04 78 62 14 00

Contracts, corporations, foreign investments, labor relations, patents,  
trademarks, copyrights. Contact Christoph Martin Radtke,

Fax: 04 78 62 14 99

E-mail: christoph.martin.radtke@lamy-ribeyre.com

**Soulier, Jean-Luc**, 51 avenue Foch, 69006 Lyon

Tel: 04 72 82 20 80

Corporate international business, labor law, European community law. Lyon and Paris bars.

***SAONE ET LOIRE***

**Mathieu Buisson Vieillard Adida**, 15 Place du Chatelet,

Tel: 03 85 48 65 86

71100 Chalon-sur-Saone, Tel: 03 85 48 65 86

Criminal, commercial and civil law. Chalon sur Saone bar.

***SARTHE***

**Le Meur-Baudry, Veronique**, 62 avenue du Generale de Gaulle,

Tel: 04 43 14 11 10

72000 Le Mans

Business and corporate law (Including consumer law), European, international private law,  
environmental law.

***SAVOIE***

**Buttin, Pierre**, 11 rue J.P. Veyrat, 73000 Chambéry

Tel: 04 79 33 48 45

Insurance law, family law, commercial law. Chambéry bar.

**Louchet, Bernard**, B.P 143, 73204 Albertville cedex

Tel: 04 79 38 59 01

Business law, administrative law, private international law. Chambéry and Albertville

**Dussuyer, Guilbert**, 17 Blvd de la colonne, 73000 Chambéry

Tel: 04 79 85 00 45

Civil law, family cases, social law. Chambéry bar.

***SEINE ET MARNE***

**Jaslet & Drai**, 149 rue Grande, 77300 Fontainebleau

Tel: 01 64 22 31 85

Civil law, criminal law, commercial. Fontainebleau bar.

***SEINE MARITIME***

**Sedillot, Richard** 15 rue Charles Lenepveu, 76000 Rouen Tel: 02 35 15 95 74  
Civil and matrimonial cases, professional negligence, commercial and international law. Rouen bar.

**Tissot, Jean-Marie**, 41 rue Raymond Aron, 76130 Mont St Aignan Tel: 02 35 59 83 63  
Maritime law, international business law. Rouen bar

***SOMME***

**Couineau, Catherine**, 182 rue Laurendeau, 80000 Amiens Tel: 03 22 45 27 89  
Private civil law, insurance law, commercial law. Amiens bar.

**d'Hellencourt, Philippe**, 76 rue Laurendeau, 80000 Amiens Tel: 03 22 89 43 28

***VENDEE***

**Mestre, Raoul**, 66 Blvd Aristide Briand, 85000 La Roche Sur Yon Tel: 02 51 47 95 13  
Commercial law, fiscal law, debts. Paris and La Roche Sur Yon.



## FRENCH PUBLIC NOTARIAL OFFICIALS (NOTAIRES) IN PARIS

A French *notaire* is a public official appointed by the Ministry of Justice, and not the equivalent of a notary public in the United States. The number of *notaires* in each jurisdiction is limited, and their fees fixed by law. Their functions include the preparation and recording of notarial acts (wills, deeds, acts of incorporation, marriage contracts, etc.,) the administration and settlements of estates (excluding litigation in court) and serving as the repository of wills. They are not lawyers, but very specialized members of the legal profession. They may not plead in court.

**Allez & Associes**, 25 avenue George V, 75008 Paris

Tel: 01 53 57 74 74

**Christian Brogi**, 8 avenue du Père Lachaise, 75020 Paris

Tel: 01 43 58 29 29

E-Mail: [brogi@worldnet.fr](mailto:brogi@worldnet.fr)

**Gilles Durant des Aulnois**, 10 rue du Cirque, 75008 Paris

Tel: 01 40 76 80 80

E- mail: [christian.pisani@Paris.notaires.fr](mailto:christian.pisani@Paris.notaires.fr)

**Daniel Heck**, 5, rue des Ecoles, 92330 Sceaux

Tel: 01 46 61 00 21

**Jacques Beghain**, 14, rue Brunel, 75017 Paris

Tel: 01 47 66 02 66

E-mail: [lefebvre.bisson.beghain@Paris.notaires.fr](mailto:lefebvre.bisson.beghain@Paris.notaires.fr)

**Maurice Letulle**, 3, rue Montalivet, 75008 Paris

Tel: 01 42 66 92 66

E-mail: [maurice.letulle@75075Paris.notaires.fr](mailto:maurice.letulle@75075Paris.notaires.fr)

**Lacourte & Associés Notaires**, 54 avenue Victor Hugo,

Tel: 01 44 28 40 00

75783 Paris Cedex 16

Contact: Ella Grady, Tel: 01-4428-4063

E mail: [associés-notaires@scp-lacourte.com](mailto:associés-notaires@scp-lacourte.com)

**Nénert & Associés Notaires**

Tel: 01 53 93 02 02

38, Avenue Hoche

Fax: 01 53 93 02 03

75008 Paris

E-mail: [nenert.et.associes@paris.notaires.fr](mailto:nenert.et.associes@paris.notaires.fr)

**Pierre Rochelois**, Marie-Caroline Besins, 22, rue Bayen, 75017 Paris

Tel: 01 44 09 40 00

E-mail: [rba@Paris.notaires.fr](mailto:rba@Paris.notaires.fr)

## WEBSITES OF INTEREST TO AMERICANS RESIDING IN FRANCE

### General Services in France:\*

<a href="http://www.amchamfrance.org">www.amchamfrance.org</a>	American Chamber of Commerce in France
<a href="http://www.parisfranceguide.com">www.parisfranceguide.com</a>	provides information about traveling and/or residing in France
<a href="http://www.parisnet.com">www.parisnet.com</a>	provides information about accommodations in Paris; features include short and long term rental ads by property owners, apartment exchanges and apartment wanted ads
<a href="http://www.radioinenglish.com">www.radioinenglish.com</a>	English language radio station in France
<a href="http://www.thinkparis.com">www.thinkparis.com</a>	provides information about traveling and/or residing in Paris
<a href="http://www.internationalliving.com">www.internationalliving.com</a>	provides information about traveling and/or residing abroad
<a href="http://www.pidf.com">www.pidf.com</a>	official tourist website of Paris

### Health Care\*

<a href="http://www.american-hospital.org">www.american-hospital.org</a>	The American Hospital of Paris
--	--------------------------------

### French Government Offices

<a href="http://www.ambafrance-us.org">www.ambafrance-us.org</a>	French Embassy in Washington, D.C., in English (For websites of the French Consulates in the United States, please see pages 58-59.)
<a href="http://www.prefecture-police-paris.interieur.gouv.fr">www.prefecture-police-paris.interieur.gouv.fr</a>	Préfecture de Police in Paris -- information on obtaining Residence Permits ( <i>cartes de séjour</i> ) in French
<a href="http://www.service-public.fr/etranger/english.html">www.service-public.fr/etranger/english.html</a> *	French civil and public service information in English.
<a href="http://www.diplomatie.gouv.fr">www.diplomatie.gouv.fr</a>	French Ministry of Foreign Affairs website

## **Public Documents in the United States\***

[www.vitalchek.com](http://www.vitalchek.com) provides U.S. Birth Certificates via internet

## **United States Embassy in France:**

<a href="http://www.amb-usa.fr">www.amb-usa.fr</a>	American Embassy in France
<a href="http://www.amb-usa.fr/consul/oas_home.htm">www.amb-usa.fr/consul/oas_home.htm</a>	American Embassy Consular Section, Paris
<a href="http://www.amb-usa.fr/consul/marseill.htm">www.amb-usa.fr/consul/marseill.htm</a>	American Consulate General in Marseille
<a href="http://www.amb-usa.fr/consul/strasbou.htm">www.amb-usa.fr/consul/strasbou.htm</a>	American Consulate General in Strasbourg
<a href="http://www.amb-usa.fr/consul/bordeaux.htm">www.amb-usa.fr/consul/bordeaux.htm</a>	American Presence Post in Bordeaux
<a href="http://www.amb-usa.fr/consul/lille.htm">www.amb-usa.fr/consul/lille.htm</a>	American Presence Post in Lille
<a href="http://www.amb-usa.fr/consul/lyon.htm">www.amb-usa.fr/consul/lyon.htm</a>	American Presence Post in Lyon
<a href="http://www.amb-usa.fr/consul/rennes.htm">www.amb-usa.fr/consul/rennes.htm</a>	American Presence Post in Rennes
<a href="http://www.amb-usa.fr/consul/toulouse.htm">www.amb-usa.fr/consul/toulouse.htm</a>	American Presence Post in Toulouse

## **United States Government Offices in the United States**

<a href="http://www.travel.state.gov">www.travel.state.gov</a>	United States Department of State, Travel Information
<a href="http://www.travel.state.gov/france.html">www.travel.state.gov/france.html</a>	Consular Information Sheet on France and Monaco
<a href="http://www.state.gov">www.state.gov</a>	United States Department of State General Information
<a href="http://www.foia.state.gov">www.foia.state.gov</a>	Freedom of Information Act
<a href="http://www.travel.state.gov/adoption_france.html">www.travel.state.gov/adoption_france.html</a>	International Adoption in France
<a href="http://www.travel.state.gov/foreignentryreqs.html">www.travel.state.gov/foreignentryreqs.html</a>	United States Department of State / Bureau of Consular Affairs Visa Services / Foreign Entry Requirements
<a href="http://www.travel.state.gov/vwp.html">www.travel.state.gov/vwp.html</a>	Visa Waiver Program Information
<a href="http://www.immigration.gov">www.immigration.gov</a>	Immigration and Naturalization Service

[www.cdc.gov/travel/index.htm](http://www.cdc.gov/travel/index.htm)

Center for Disease Control and Prevention  
Travel Information

[www.customs.gov](http://www.customs.gov)

United States Customs Information

[www.irs.ustreas.gov](http://www.irs.ustreas.gov)

Internal Revenue Service, Department of the  
Treasury

[www.ssa.gov](http://www.ssa.gov)

Social Security Administration

[www.fvap.gov](http://www.fvap.gov)

Federal Voting Assistance Program

***\*These entries were prepared as a convenience for Americans in France, but the Embassy assumes no responsibility for the competence, liability and integrity of the sites listed.***

***Your comments and questions may be sent to  
the mailing address below or the E-mail address that follows:***

□  
**American Embassy  
Office of American Services,  
2, Rue Saint Florentin,  
75382 Paris Cedex.**

**E-mail: [citizeninfo@state.gov](mailto:citizeninfo@state.gov)**

## **AMERICAN CONSULATES and AMERICAN PRESENCE POSTS IN FRANCE & THEIR GEOGRAPHICAL JURISDICTION**

### **Consular Section, American Embassy, Paris**

2, rue Saint-Florentin, 75382 Paris Cedex 08 (Métro: Concorde)

Tel: 01 43 12 22 22

Fax : 01 42 61 61 40

E-mail : CitizenInfo@state.gov

(Ain 01, Aisne 02, Allier 03, Ardeche 07, Ardennes 08, Aube 10, Calvados 14, Cantal 15, Charente 16, Charente-Maritime 17, Cher 18, Corrèze 19, Côte d'Or 21, Côtes d'Armor 22, Creuse 23, Deux-Sèvres 79, Dordogne 24, Drôme 26, Eure 27, Eure-et-Loire 28, Finistère 29, Gard 30, Gironde 33, Isère 38, Haute-Loire 43, Haute-Marne 52, Haute-Savoie 74, Haute-Vienne 87, Ile-et-Vilaine 35, Indre 36, Indre-et-Loire 37, Landes 40, Loir-et-Cher 41, Loire 42, Loire-Atlantique 44, Loiret 45, Lot-et-Garonne 47, Maine-et-Loire 49, Manche 50, Marne 51, Haute-Marne 52, Mayenne 53, Morbihan 56, Nièvre 58, Nord 59, Oise 60, Orne 61, Pas-de-Calais 62, Puy-de-Dôme 63, Pyrénées-Atlantiques 64, Rhône 69, Saône-et-Loire 71, Sarthe 72, Savoie 73, Haute Savoie 74, Deux-Sèvres 79, Paris 75, Seine-Maritime 76, Seine-et-Marne 77, Yvelines 78, Somme 80, Tarn-et-Garonne 82, Vendée 85, Vienne 86, Yonne 89, Essonne 91, Hauts-de-Seine 92, Seine-Saint-Denis 93, Val de Marne 94, Val-d'Oise 95)

### **BORDEAUX (American Presence Post)**

/o C.C.I.B, 10 place de la Bourse, B.P. 77, 33076 Bordeaux E-mail: bordeauxcons@fr.psinet.com

Tel: 05-56-48-63-80

Fax: 05-56-51-61-97

### **LILLE (American Presence Post)**

107, rue Royale, 59000 Lille (By Appointment only)

*APP Lille does not process American passport applications. Notarial services are not available.*

Tel: 03.28.04.25.00

Fax: 03.20.74.88.23

E-mail : usalille@state.gov

### **LYON (American Presence Post)**

1, rue Jules Courmont, 69002 Lyon

Tel: 04-78-38-33-03

Fax: 04-72-41-7181

E-mail: Lyoncons@fr.psinet.com

### **MARSEILLE (Consulate General)**

Place Varian Fry, 13086 Marseille Cedex 06

Tel: 04-91-54-92-00

Fax: 04-9155-0947

(Ariège 09, Aude 11, Aveyron 12, Bouche-du-Rhône 13, Corse-du-Sud 2A, Haute-Corse 2B, Gard 30, Haute-Garonne 31, Gers 32, Hérault 34, Lot 46, Lozère 48, Hautes-Pyrénées 65, Pyrénées-Orientales 66, Tarn 81, Tarn et Garonne 82, Var 83, Vaucluse 84)

### **NICE (Consular agency)**

7 avenue Gustave V, 3<sup>rd</sup> floor, 06000 Nice

Tel: 04-93 88-890-55

Fax: 04-93-87-07-38

(Principauté de Monaco, Alpes de Hautes-Provence 04, Hautes-Alpes 05, Alpes-Maritimes 06)

### **RENNES (American Presence Post)**

30 quai Duguay-Trouin, 35000 Rennes

Tel: 02-23 44-09 60 Fax: 02-99-35-00-92 E-mail: msalvanet@wanadoo.fr

### **STRASBOURG (Consulate General)**

15, avenue d'Alsace, 67082 Strasbourg

Tel: 03-88-35-31-04

Fax: 03-88-24-06-95

(Doubs 25, Jura 39, Meurthe-et-Moselle 54, Meuse 55, Moselle 57, Bas-Rhin 67, Haut-Rhin 68, Haute-Saône 70, Vosges 88, Territoire de Belfort 90)

### **TOULOUSE (American Presence Post)**

25, Allée Jean-Jaurès, 31000 Toulouse

Tel: 05.34.41.36.50 Fax: 05.34.41.16.19 E-mail: usconsulate-tlse@wanadoo.f

## **EMERGENCY SERVICES telephone numbers**

See also list of doctors on pages 110-118. Emergency numbers are listed in the front of all telephone directories

**U.S. Embassy: 01 43 12 22 22**

**Police Secours: 17**

**Fire Department (pompiers) 18**

**SAMU: (Emergency Medical Team/Ambulance) 15 or** 01 45 67 50 50

**Ambulance: Sainte-Marie** 01.48.42.22.00

**American Hospital: 63 blvd. Victor Hugo, 92202 Neuilly** 01 46 41 25 25

**Anti-Poison Center:** 01.40.05.48.48

**Burn Center at l'Hôpital Cochin: (Emergency)** 01.58.41.27.21

(Service for Burns ) 01.58.41.26.49

**Hôpital Necker (*Children, Emergency Care*)** 01.44.49.40.00

146-151 rue de Sevres 75015 Paris,

**SOS Dentists (*private company for emergencies*):** 01.43.37.51.00 / 01.42.61.12.00

**(Only Sunday and Holidays)**

**SOS Drugs (*Hopital Marmottan*) (*private company for emergencies*)** 01.45.74.00.04

**SOS Drogue International 61 rue Pajol, 75018 Paris** 01.42.09.07.07

**SOS Help *English-speaking hotline open daily*** 01.46 21 46 46

(Only from 3:00 p.m. - 11:00 p.m )

**SOS Laboratoire:** 01.46.08.12.34

**SOS Medecins (*private company for emergency doctors*)** 01.47.07.77.77

**SOS Locksmiths (*serrurier*) Paris 8<sup>th</sup>** 01.45.22.51.98

Paris 8<sup>th</sup> 01.45.61.12.21

If an emergency medical situation arises which you feel requires immediate medical assistance, the following information will be helpful.

In France, SAMU is the national emergency organization. It has a 24-hour service and gives medical assistance for all medical emergencies. Its ambulances are manned by teams of trained personnel, and are equipped with emergency equipment for any cardiac or respiratory resuscitation. To reach SAMU, simply dial 15 or 01 45 67 50 50.

The Fire brigade Department can also be called for medical emergencies. To reach them, dial 18.

SAMU should be called for life-threatening conditions that require the assistance of trained medical professionals. These include: cardiac or respiratory emergencies (chest pain and/or shortness of breath), severe bleeding, severe asthma, stroke, and trauma resulting in multiple injuries. Be brief and concise when speaking with SAMU and give the precise address or location (if at home or in another USG building, please indicate the floor and the door code if any), your phone number, the caller and victim's names, the age of the victim and a description of his medical condition. YOU MAY BE TRANSFERED DIRECTLY TO AN ENGLISH SPEAKING SPECIALIST IN RESUSCITATION who will identify the type of emergency based upon the information you give (he may decide to refer your call to another ambulance service, i.e. SOS MEDECINS, in the case of a less critical emergency).

SOS MEDECINS is a private company for less critical medical emergencies and house calls. They can be reached at 01 47 07 77 77.

## A

absentee ballot, voting in U.S. elections .....	29, 30
affidavits of law, for marriage in France ( <i>certificat de coutume</i> ) .....	92
affidavits of marital status, for marriage in France ( <i>certificat de célibat</i> ) .....	91
airline companies .....	119, 120
American Consulates and American Presence Posts in France .....	198
American grocery stores .....	161
apostille	
in France .....	96
in the U.S. ....	97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107
associations, Franco-American .....	126
attorneys.....	177
<i>au-pair</i> , employment .....	73, 74, 75
automobiles and driving information	
car insurance .....	88
driver's license reciprocity (Franco-U.S.) .....	85, 86
driving schools.....	86
exporting (see also shipping companies) .....	82
importing .....	83, 84, 88, 89
international driver's license .....	87
registration in France .....	88
replacing a U.S. driver's license.....	87
sale and transfer of ownership .....	89
specifications, French .....	89

## B

banks.....	162
birth certificates (French).....	93
birth certificates (U.S. via internet vitalchek) .....	91, 195
birth registrations abroad .....	21
birth registrations passport services	
parents' signatures, for children under 14 .....	13, 26
bookstores, English speaking.....	161

## C

car insurance .....	88
cars.....	See automobiles
<i>cartes de séjour</i> (residence permits) .....	60, 61, 62, 63, 64, 65
renewal.....	64
students .....	66, 67, 68
types.....	60, 61
where to apply.....	63
<i>certificat de célibat</i> , for marriage in France (affidavit of marital status) .....	91
<i>certificat de coutume</i> , for marriage in France (affidavit of law) .....	92
Child Citizenship Act .....	23
children	
activities.....	173, 174
clinical social workers (therapists).....	111
first passports .....	26
registering a birth abroad .....	21
citizeninfo .....	50, 197
citizenship and passports, FAQs .....	18, 19, 20
Consular Districts, U.S. Embassy, France .....	198
Consular Information Sheet .....	32
Consular Reports of Birth Abroad .....	21
consulates, American and American Presence Posts in France	
Office of American Services.....	3
consulates, French in the U.S.....	58, 59



conversion tables .....	108
cybercafés .....	172
<i>D</i>	
death certificates, French ( <i>acte de décès</i> ) .....	93
death of an American citizen .....	3
Department of State, website information .....	46, 47, 49, 50, 195
detectives .....	176
divorce judgments, French ( <i>jugement de divorce</i> ) .....	94
doctors (English speaking in cities other than Paris) .....	116
doctors (English speaking in cities other than Paris) .....	110
doctors in Paris (English speaking)	
allergists .....	111
cardiologists .....	111
dentists .....	112
dentists-stomatologists .....	112
dermatologists .....	112
ear, nose, and throat specialists .....	112
gastroenterologists-protologists .....	112
general practitioners .....	113
gynecologists .....	113
neurologists .....	113
nutritionists .....	113
obstetricians .....	113
ophthalmologists .....	114
orthodontists .....	114
orthopedic specialists .....	114
pediatricians .....	114
penologists .....	114
periodontists .....	115
pharmacies .....	115
psychotherapists .....	115
pyschiatrists .....	115
rheumatologists .....	115
speech and language therapists .....	115
stomatologists .....	115
surgeons (hands and maxillo-facial, plastic) .....	116
surgeons G.I. .....	116
urologists .....	116
vein specialists .....	116
driving in France .....	<i>See automobiles</i>
<i>E</i>	
education .....	139
e-mail address, contacting the U.S. Embassy .....	50, 197
emergencies	
contacting the U.S. Embassy .....	197
French telephone numbers .....	199
hospitals and doctors, English speaking .....	110
employment in France	
<i>au-pair</i> .....	73, 74, 75
general information .....	51, 52
non-renumerated .....	76, 77
students .....	69, 70, 71, 73, 74, 75
U.S. Embassy in France .....	53, 54
U.S. Foreign Service Officer .....	54
export/import (U.S.-France) .....	82, 83, 84
<i>F</i>	
Federal Benefits Services .....	31
fees for notarial services .....	28

fees for passport issuance .....	16
Foreign Service employment .....	54
France	
background notes .....	38, 39, 40, 41, 42, 43, 44, 45, 46
consulates in the U.S. ....	58, 59
educational system .....	155
language schools (French) .....	157, 158
public documents .....	93, 94, 95
retiring in France .....	61
visa requirements for France .....	55, 56
Franco-American organizations .....	126
<i>G</i>	
genealogists .....	175
grocery stores (American) .....	161
<i>H</i>	
holidays (French - U.S.) .....	109
hospitals (English speaking) .....	110
hours of the American Embassy .....	3
housing .....	79, 80, 81
<i>I</i>	
import/export (France-U.S.) .....	82, 83, 84
Information Sheet on France and Monaco .....	32
insurance companies .....	163
insurance, car .....	88
Internal Revenue Service .....	31
international driver's license .....	87
internet cafés .....	172
<i>L</i>	
language schools (French) .....	157, 158
lawyers .....	177
livret de famille .....	94
lost and found property .....	119, 120, 121, 122, 123, 124
<i>M</i>	
marriage in France .....	90, 91, 92
medical	
doctors, English speaking .....	111
hospitals, English speaking .....	110
medical emergencies, French contacts .....	199
pharmacies (Anglo-American) .....	115
military records (French) .....	95
<i>N</i>	
notarial services .....	28
<i>O</i>	
Office of American Services .....	3
organizations (Franco-American) .....	126
<i>P</i>	
PACS (Pacte civil de solidarité) in France .....	92
passport services	
Child Citizenship Act .....	23
citizenship and passports, FAQs .....	18
first passports for children .....	26
issuance fees .....	16
issuance, new procedures overseas .....	17

lost or stolen / mutilated.....	15
passport amendments, visa pages and/or name change .....	15
renewal.....	8
renewal applying in person .....	11
renewal by mail.....	9
renewal proof of citizenship .....	12
renewal proof of identity.....	12
pharmacies (Anglo-American).....	115
police records (F.B.I. records and/or French) .....	28
Privacy Act Statement .....	7
public announcements .....	46, 49
 <i>R</i>	
real estate agencies .....	80
registering with the U.S. Embassy .....	4, 5, 6
religious institutions.....	164
relocation companies .....	81
residence permits ( <i>cartes de séjour</i> ) .....	60
renewal.....	64
students .....	66, 67
types.....	60, 61
where to apply.....	63
residing in France .....	51
retiring in France.....	61
 <i>S</i>	
Schengen Treaty Members .....	57
schools .....	139
shipping companies .....	166
Social Security Administration (Federal Benefits) .....	31
students, residing in France	
<i>cartes de séjour</i> (residence permits) .....	66
education.....	139
employment .....	69, 73
sources of information .....	72
 <i>T</i>	
table of contents.....	2
tax accountants.....	170
<i>taxe d'habitation</i> .....	79
taxes (U.S.) .....	31
taxes, French television ( <i>redevance audiovisuelle</i> ) .....	84
telephone numbers	
American Consulates and American Presence Posts in France .....	3
French emergency services.....	199
hospitals, English speaking.....	110
U.S. Embassy in France.....	198
therapists, speech and language .....	115
translators and interpreters, consular district of Paris .....	167
travel advisories .....	46, 49, 50
 <i>U</i>	
U.S. citizenship and passports, FAQs.....	18
U.S. Department of State, website information .....	49, 194
U.S. Embassy Officials.....	46, 48
U.S. Embassy, Consulates and American Presence Posts in France.....	198
U.S. Foreign Service.....	54
universities (French and U.S. in France) .....	149
 <i>V</i>	
veterinarians.....	116

visa requirements (French) .....	55, 56
voting assistance, absentee ballots .....	29
<i>W</i>	
websites of interest to Americans .....	194
working in France .....	<i>See</i> employment